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Scientific Shorthand

Scientific Shorthand constructs the consonant outlines so they show the exact location of each unrepresented vowel sound, and gives exact expression to each initial long vowel and diphthong sound.

SPECIALLY ADAPTED TO PROFESSIONAL REPORTING

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SCIENTIFIC SHORTHAND

This work is presented as the complete and final solution of the shorthand problem. It places shorthand writing upon a strictly scientific basis. It is the only system which can be considered a Scientific system. This fact will not be disputed by any expert shorthand writer or teacher; and it is conceded by all such experts who have examined the work. Not a single word of criticism has been passed upon either the plan of the work or the pedagogical manner in which it is presented.

THE ONE UNVARYING RULE FOR WRITING WORDS.

Scientific Shorthand *expresses* all consonant sounds, all initial long vowel and diphthong sounds, and *locates* all other vowel sounds. This method of writing words is the only possible scientific manner in which they can be written. It reduces the writing of all classes of words to one simple, unvarying method or plan, instead of requiring the writers to memorize the illogical, unscientific and arbitrary methods required by all other systems.

Exact initial long vowel and consonant expression, and exact vowel location affords the utmost possible legibility with the brevity and facileness of stenographic outlines necessary to meet speed requirements in rapid verbatim reporting.

UTMOST POSSIBLE LEGIBILITY.

It is now a well known fact that the great majority of words are readably legible from the writing or printing of the initial long vowel and diphthong sounds, and all the consonant sounds, provided hyphens are inserted to show the exact locations of the other vowel sounds. There is no other way in which words can be written or printed in an equally contracted form which gives the same legibility.

To illustrate: It is impossible to select any other four letters from the word *Winnipeg* which will give the same legibility as is obtained from complete consonant expression and vowel location; thus, *W-n-p-g*. Likewise, it is impossible to select any other four elementary sounds from the word *Omaha* which will give equal legibility with that obtained from an expression of the initial long vowel sound and the two consonant sounds, hyphenated to show the exact locations of the other vowel sounds; thus, *Om-h-*.

This rule applies to all classes of words, absolutely without a single exception. Therefore, the conclusion is that complete consonant and initial long vowel and diphthong expression and exact vowel location affords the utmost possible legibility with required brevity. It is the only method of contracting words which can be reduced to a single rule or system governing their necessary contraction.

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With contextural aid, experience has shown that there is very seldom either the necessity or desirability of exact vowelization—vowel location being all sufficient to afford the needed legibility.

BASIC PRINCIPLES UNDERLYING THE PERFECT SYSTEM.

The world's expert shorthand writers, authors and teachers, are agreed that certain fundamental principles must underlie the perfect system of shorthand writing.

The following seven principles are thus agreed upon. A thorough and critical examination of Scientific Shorthand will show that it has not violated either the letter or the spirit of these seven requisite basic principles, namely:

1. The perfect system must be a disconnected vowel system, so that each word will have the same basic outline, whether vowelized in full, in part, or not at all.

2. It must employ both light and shaded strokes in its alphabet, thereby pairing the cognate sounds, and making use of all high-grade stenographic material.

3. It must employ a uniform length of stroke in its alphabet, that the rules governing the modification of strokes may be of general application.

4. It must make use of positions, because it is easier to write a word in position than to use extra strokes and characters to attain the ends for which position may be utilized.

5. It must be a phonetic system to maintain the purity of pronunciation.

6. It must give exact expression to medial and final vowel sounds by disjoined characters, to maintain a uniform basic outline.

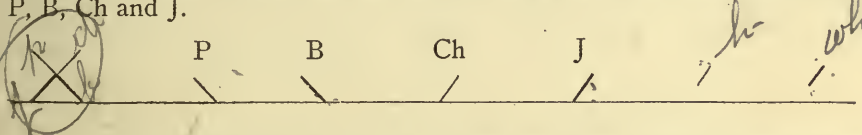
7. It must overcome, as far as possible, the one universally recognized defect of all systems—illegibility, by complete consonant expression and exact vowel location.

We submit Scientific Shorthand in full and perfect confidence that it is the final solution to the shorthand problem—final because perfect.

SCIENTIFIC SHORTHAND ALPHABET

1. The letters of the Scientific Shorthand Alphabet are light and shaded straight and curved strokes.

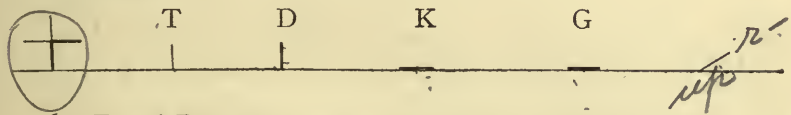
2. From the two strokes, each half light line and half shaded line, that bisect each other in the form of the letter X, we obtain two light line strokes, and two shaded line strokes. Such strokes represent the letters P, B, Ch and J.



3. Above letters are written downward always; a vowel sound does not follow them when they are used finally, as in *rope, rub, peach, rage.*

4. The Ch stroke, written above the ruled line, expresses H; and the J stroke so written expresses Wh. A vowel sound always follows strokes H and Wh.

5. From the two strokes, each half light line and half shaded line, that bisect each other in the form of a cross, we obtain two light line strokes, and two shaded line strokes. Such strokes represent the letters T, D, K and G.



6. T and D must be written downward. K and G must be written from left to right. A vowel sound always follows T or D strokes where they are joined to other strokes medially or finally, as in *pity, ready, betake, redeem.* A vowel sound does not follow K or G where they are used finally, as in *back, dug.*

7. The K stroke expresses the sound of K, as in *key, book;* of C in *cat, call, acme;* of Ch in *chorus.*

8. The G stroke expresses the sound of G, as in *go, beg;* but the J stroke expresses the sound of G as in *page* or *general.*

9. A straight stroke, written *upward* from left to right, expresses the sound of R, as heard in *ray, rope, bury.* This R stroke is named Ray, because a vowel sound follows it.

10. The eleven strokes above given (P, B, Ch, J, H, Wh, T, D, K, G, Ray) are all the straight stroke letters used in Scientific Shorthand.

CONSONANTS ARE WRITTEN VOWELS ARE LOCATED

1. The vowels are A, E, I, O, U. W and Y are vowels where they are not followed by a vowel sound, as in *now, ruby.* The characters which represent the vowel sounds will be given further on in this work.

2. It is seldom necessary to write any of the short vowel sounds; and the great majority of medial long vowel sounds need not be written, provided the consonant letters are written so they show exactly where the unwritten vowel sounds occur. Thus, the student can see how unnecessary it is to write the vowels in the words *W-n-p-g* (Winnipeg), *M-n-s-t-* (Minnesota), *M-n--p-l-s* (Minneapolis), *p-r-ty* (purity), etc. There is even less need of exact vowel writing where there is contextural aid; thus:

W-th k-nd r-g-rds, I b-g t- r-m-n,
Y-rs v-ry tr-ly.

BASIC FEATURE OF SCIENTIFIC SHORTHAND

3. The method by which all vowel sounds are exactly located (thereby rendering their writing unnecessary in nearly all words) is the great and distinctive feature of Scientific Shorthand. The student, therefore, must give careful and thoughtful attention to every rule governing vowel location.

4. Strokes H and Wh, used initially, must be written above the ruled or base line of writing to differentiate them from strokes Ch and J.

POSITIONS DEFINED

5. First Position: Where the initial stroke is written above the ruled or base line of writing, such stroke, or the entire outline of which it may form a part, is in First Position.

Initial H and Wh strokes must be written in First Position.

6. Second Position: Where the initial stroke is written on the ruled or base line of writing, such stroke, or the entire outline of which it forms a part, is in Second Position.

POSITION LOCATES INITIAL VOWEL SOUND

7. Any stroke of the Scientific Shorthand Alphabet (except H and Wh) is written in Second Position to show that its sound begins the word, and that a vowel sound immediately follows it. Therefore, the P stroke, written in Second Position, is the consonant outline for the words *pay, pea, pie, Poe, pew;* the B stroke so written is the consonant outline for the words and syllables *bay, bee, buy, beau, beu.* The H stroke in First Position is the consonant outline for the words *hay, he, high, hoe, hue.*

WRITING EXERCISE

8. The student may now write the consonant outlines for the following words and syllables:

Pay, pea, pie, Poe, pew (P stroke, Second Position); bay, bee, by, beau, beu; tay, tea, tie, toe, teu; day, dee, die, dough, dew; cha, chee, chy, cho, chew; jay, jee, jie, Joe, jew; kay, key, kie, Coe, coo; gay, gee, guy, go, geu; ray, ree, rye, roe, rue; hay, he, high, hoe, hue; whey, whee, why, whoa, whew.

9. The student should write and rewrite the alphabetic strokes until neatness and accuracy as to their length, slant, direction and position is attained. Such mastery of alphabetic construction is absolutely essential to success. The alphabetic strokes should be as near as possible the size of the engraved outlines—about one-sixth inch in length.

JOINING CONSONANT STROKES

1. Scientific Shorthand requires the exact *expression* of the consonant sounds and the exact *expression* or *location* of all the vowel sounds. Therefore, in words containing two or more consonant sounds, the strokes that represent such sounds must be joined in the order in which they are heard; except, however, the medial or final sound of H or Wh must be expressed by writing the H or Wh stroke through the consonant stroke which precedes it, thereby differentiating it from the joined medial and final Ch or J stroke. Thus, in the words *behold, keyhole, tallyho,* the H stroke would be written through the strokes B, K and L.

2. It should be noted that there are very few words which contain a medial or final H or Wh. A vowel sound always follows the H and Wh strokes.

VOWEL LOCATION BY POSITION

3. Illustrations showing how consonant strokes are joined and the unwritten vowel sounds located are given on the following page. The student should note that the first vowel sound comes immediately after the first stroke; that a vowel sound follows medial or final T, D, Ray and H strokes; that a vowel sound does not follow any other final straight alphabetic stroke. More advanced pages will present the method of expressing T, D and R where a vowel sound does not follow them; also, the method of expressing a vowel sound after the other strokes where they are used medially or finally.

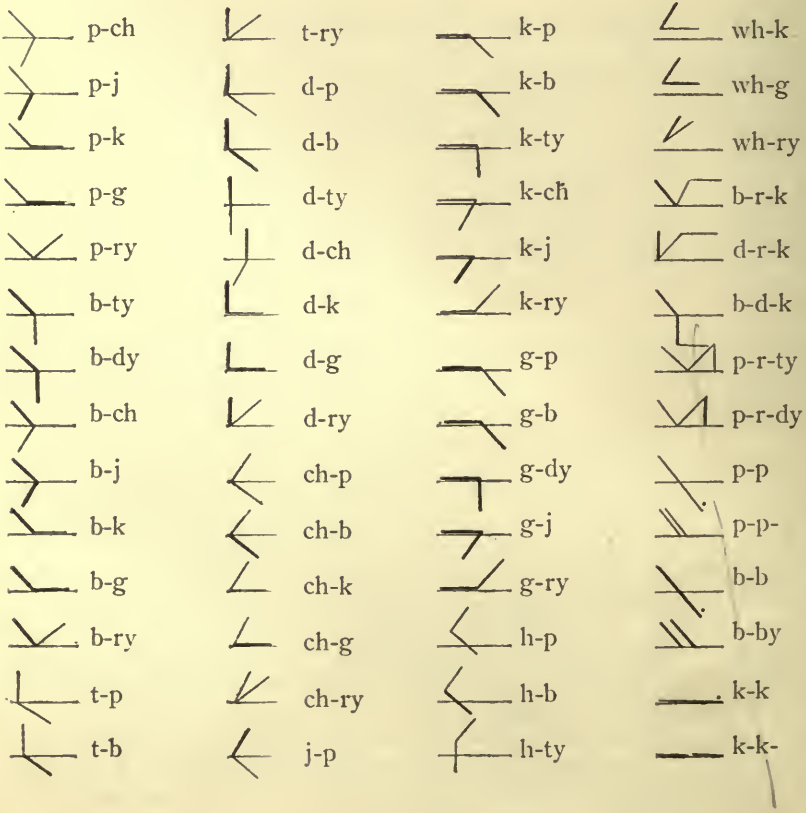
4. In the great majority of words, the final vowel sound is expressed by the letter Y. Therefore, in the following Key outlines, Y is printed as the final vowel where the outlines indicate a final vowel sound, as *p-ty, b-ry, b-dy,* instead of *p-t-, b-r-, b-d-.*

ILLUSTRATIONS OF JOINED STROKES

1. By inserting a vowel sound where hyphens are printed in the Key to the following illustrative outlines, one or more words are obtained. Thus, the outline *p-ty* is the consonant expression for the words *patty, petty, pity, putty,* etc.

2. The student should write the following illustrative outlines and name the words and syllables in which they are the consonant sounds. Thus *p-k* is the consonant expression for the words *pack, peck, pick, peak, pike, poke,* etc.

3. The last six illustrations teach that a straight stroke repeated is dotted near the end of the stroke to show that a vowel sound does not follow the sound of the repeated stroke, and that a repeated straight stroke is written disjoined in Second Position to show that a vowel sound follows the repeated stroke.



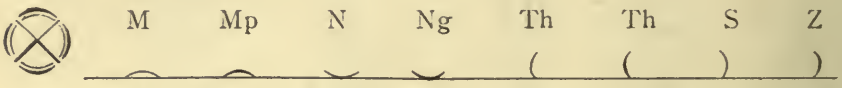
WRITING EXERCISE

The student will now write the consonant outlines for the following words:

babe	rap	hip	hope	couch
baby	whack	jig	hop	dowry
back	beach	Jip	job	gouty
bag	beak	kick	jog	pouch
bake	beck	pick	joke	pouty
batch	bedew	pig	poach	rowdy
bearer	beg	pike	poke	balk
cab	cheap	pipe	pope	chalk
cage	check	pitch	roach	daub
Cairo	cheery	pity	roar	gaudy
cap	deck	rib	rob	haughty
cape	deep	rich	rock	hawk
catch	heap	ridge	rogue	talk
chap	hearer	rig	top	book
chary	hedge	ripe	Tory	booty
dab	hero	tick	beauty	cook
dairy	keep	tidy	bug	cooky
data	keg	tip	budge	coop
gab	peck	Whig	chuck	hook
gag	peep	whip	cub	hoop
gage	peg	bob	cup	took
gap	Peru	bog	duck	whoop
Gary	pique	borough	duke	bagpipe
hag	reap	choke	Dutch	haycock
Haiti	reach	chop	duty	hayrack
Jack	ready	coach	dub	charity
jag	reek	cob	dupe	parody
jab	wreck	cock	hub	bedaub
pack	wretch	cocoa	hug	detach
page	teach	cog	huge	hectic
papa	teak	cope	Judah	heritage
patch	bib	Cora	jug	rectory
tab	big	dock	juju	retake
tag	chick	dodo	puck	retouch
take	chip	dodge	pug	rhetoric
tap	Dido	dog	pup	gyratory
tape	dig	dope	touch	tiptop
rack	dike	dory	tube	dotage
rag	dip	goatee	tug	potato
rage	gig	hob	tub	purity
rare	hike	hog	rug	dearer

SCIENTIFIC SHORTHAND ALPHABET CONTINUED

1. Connecting the points of the X figure by curved strokes, light and shaded, we obtain four light line strokes, and four shaded line strokes. Such strokes represent the letters M, Mp, N, Ng, Th, Th, S and Z.



2. Strokes M, Mp, N, Ng, must be written from left to right. Strokes Th, Th, S and Z must be written downward.

3. The light line Th stroke expresses *th* as heard in *bath, think;* and the heavy Th stroke expresses *th* as heard in *bathe, those.*

4. A vowel sound follows the medial and final use of the N stroke, as in *funny, many, tonic,* etc. The method of expressing *medial* and *final* N, when a vowel sound does *not* follow it, as in *fun, men, tone,* etc., will be given in more advanced pages of this book.

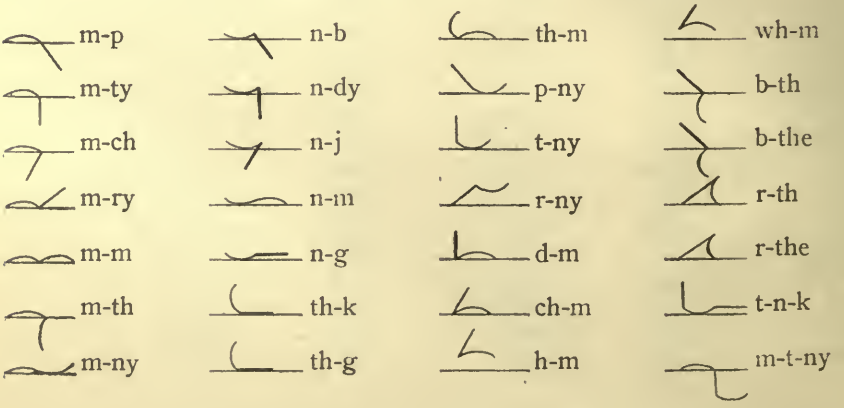
5. A vowel sound does not follow medial and final M, Mp, Ng, Th, Th. Strokes S and Z are seldom used either medially or finally. Vowel location connected with their use is given in an advanced page of this work.

WRITING EXERCISE

6. The student may now write the consonant outlines for the following words and syllables:

May, me, my, mo, mew (M stroke, Second Position); nay, knee, nigh, know, new, now; tha, the, thigh, tho, thew; they, thee, thy, though, thou; say, see, sigh, sew, sue, saw; zay, zee, zie, Zoe, zoo.

ILLUSTRATIONS OF JOINED STROKES



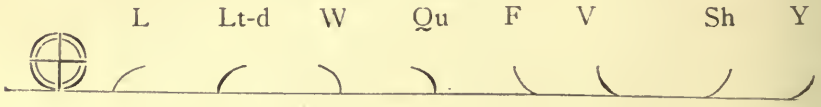
WRITING EXERCISE

The student will now write the consonant outlines for the following words:

bathe	meaty	both	thug	depth
canoe	meek	cockney	thumb	merino
came	neap	cockroach	thump	Metonic
camp	neck	cony	tuna	nectary
dame	needy	comb	downy	retinue
damp	Neta	come	mouth	technic
game	renew	dome	balm	thetic
gamp	wreath	doth	calm	chimney
ham	seedy	honey	gnaw	Chinook
jam	team	home	palm	chipmunk
jamb	Theda	mob	naughty	dictum
maim	theme	mock	tawny	kinetic
make	zero	money	booth	minatory
Madge	China	mope	boom	mink
many	chime	Moro	doom	minum
map	Dinah	moth	moody	nickname
match	dim	notch	nook	knickknack
Mary	dime	pony	sooty	dignitary
knack	guinea	pomp	tomb	psychic
nab	hymn	wrong	tooth	conic
nag	kith	soda	barony	corona
name	midge	thong	tank	Modoc
nap	miry	tony	rank	Mohawk
nape	myth	tome	Canada	monitory
nabob	nib	bum	catacomb	monody
rainy	niche	dumb	daytime	monotony
rang	nick	gum	harangue	monotype
Sadie	nip	hung	harem	moratory
Sarah	piny	hum	madam	Sodom
tame	ring	jump	Madeira	thoric
tamp	writhe	Juno	magnetic	dukedom
thatch	Sinai	juror	manage	mutiny
beam	thyme	muck	manitou	Puritanic
Beth	tiny	mug	matinee	coinage
death	time	mum	maturity	dogtooth
deem	tithe	nub	panada	chink
deny	thick	nudge	satanic	tunic
gem	whim	numb	bedim	botanic
heap	bony	puny	cherub	retina
hemp	bomb	Ruth	denim	detinue

SCIENTIFIC SHORTHAND ALPHABET CONTINUED

1. Connecting the points of the cross by curved strokes, light and shaded, we obtain four light line strokes, and four shaded line strokes. Such strokes represent the letters L, Lt-d, W, Qu, F, V, Sh and Y.



UPWARD AND DOWNWARD FORMS FOR L AND Sh STROKES

2. Initial L stroke is written upward, generally.

3. Sh stroke is written downward where it is the only stroke in the word. Initial Sh stroke, in words containing two or more strokes, may be written either upward or downward, care being taken to use the direction which will give the most facile joining with the stroke that follows: Thus, in the word *shame*, the downward Sh makes the better joining; in the word *shady*, the upward Sh makes the better joining. All other strokes above given must be written downward.

4. Strokes L and Sh, used *medially* and *finally*, must be written upward where a vowel sound follows them; and they must be written downward where a vowel sound does not follow them.

STROKES THAT IMPLY A VOWEL SOUND FOLLOWING

5. A vowel sound always follows strokes W, Qu and Y; also L and Sh when they are written upward, as set forth in last paragraph. A vowel sound does not follow the medial and final use of the other strokes above given.

6. The Qu stroke represents not only the sound of Qu as heard in *quick, acquire*, but it may represent also the alphabetic sound of Qu as heard in *cute, cure, accuracy, vacuum.*

W AND R STROKES DIFFERENTIATED

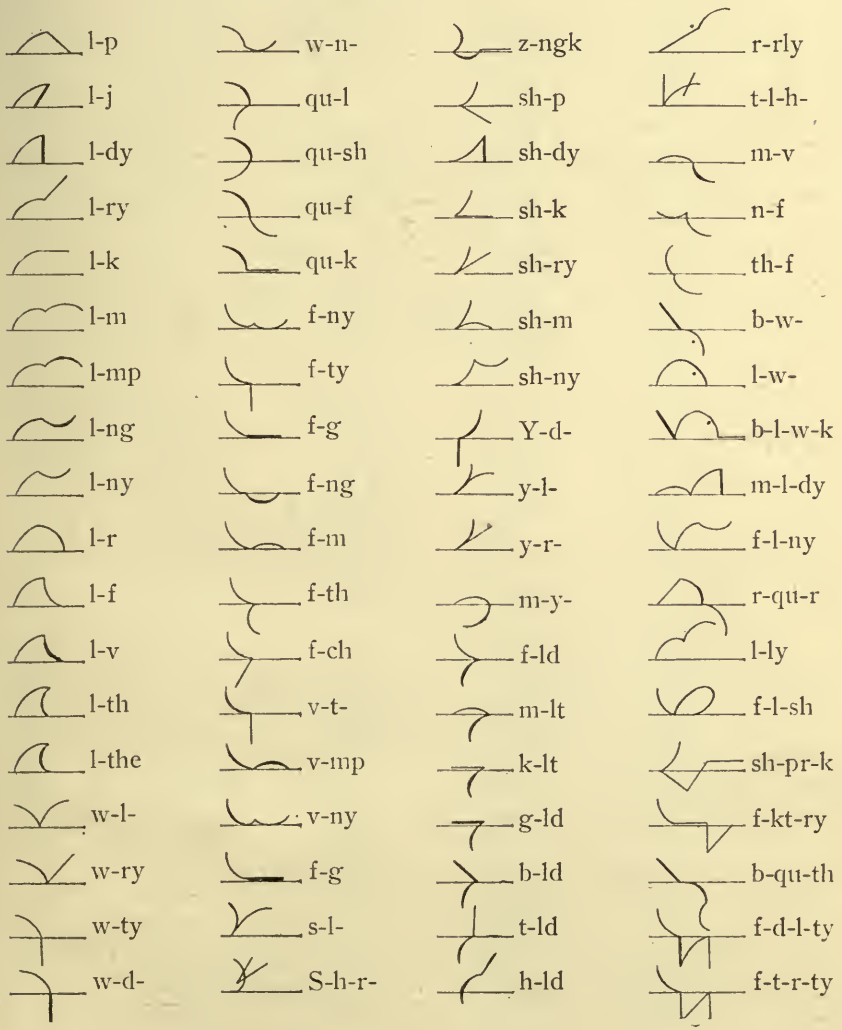
7. There are very few words that contain the medial or final consonant sound of W, as heard in *byway, leeway, bailiwick.* Therefore, the medial and final W stroke must be dotted, in order that we may be able to use the same stroke undotted, medially and finally, to express the sound of R where it is not followed by a vowel sound, as in the words *dare, chair, fire*, etc. We are thereby enabled to differentiate *dare* and *dairy; fire* and *fury; cheer* and *cheery; mire* and *marry*, by using the Ray stroke where a vowel sound follows R, and by using the curved R stroke (same as W stroke), where a vowel sound does not follow R.

WRITING EXERCISE

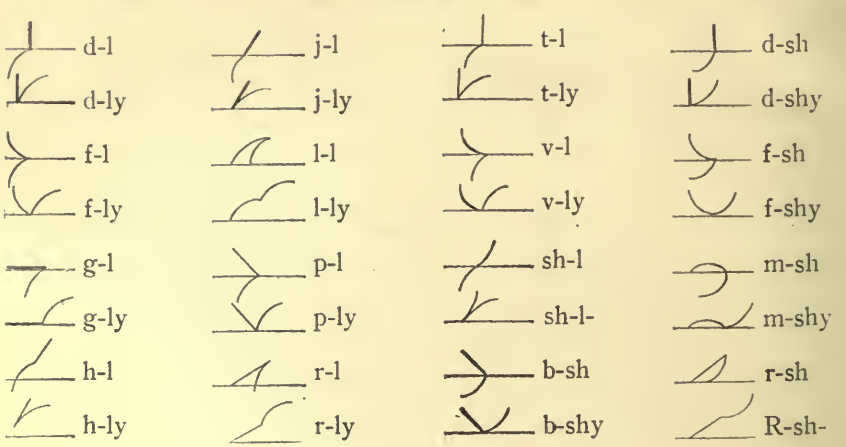
8. The student may now write the consonant outlines for the following words and syllables:

Lay, lea, lie, low, lieu, law (L stroke, Second Position); way, wee, wye, woe, woo; qua, quee, qui, quo, queue; fay, fee, fie, foe, few; vay, vee, vie, voe, view, vow; shay, she, shy, show, shoo, shaw; yea, ye, yo, yew.

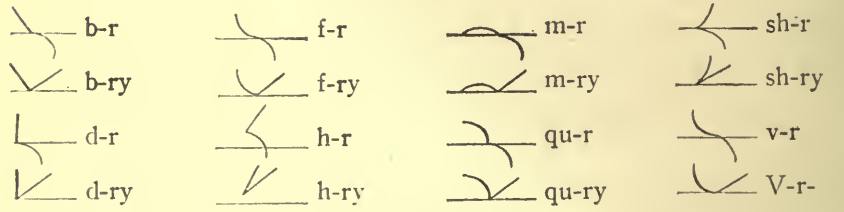
ILLUSTRATIONS OF JOINED STROKES



ILLUSTRATIONS OF UPWARD AND DOWNWARD L AND SH STROKES



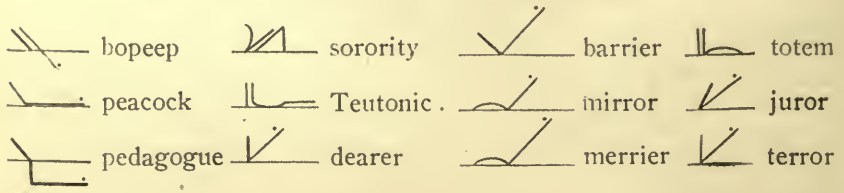
ILLUSTRATIONS OF UPWARD AND DOWNWARD -R AND RAY STROKES



ILLUSTRATIONS OF REPEATED STRAIGHT STROKES

1. The Ray stroke is super-lengthened and dotted to express *rier*, as in *barrier, courier, merrier,* etc.; and it is lengthened and dotted to express *rer*, as in *dearer, nearer, mirror, etc.*

2. Words are divided into syllables so that each medial and final syllable begins with a consonant sound. Thus, the words *seed-er, mark-er, plant-er, reap-er, shell-ing,* are written as though pronounced *see-der, mar-ker, plan-ter, rea-per, she-ling.*



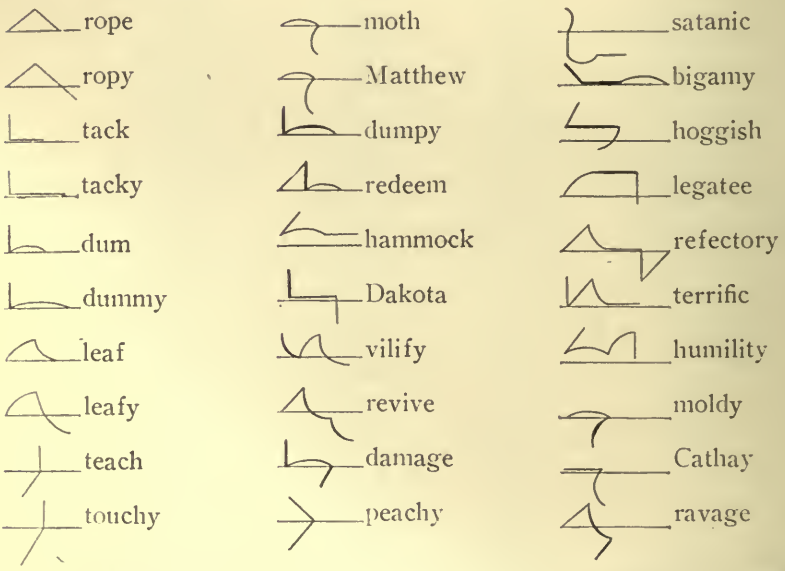
WRITING EXERCISE

The student will now write the consonant outlines for the following words:

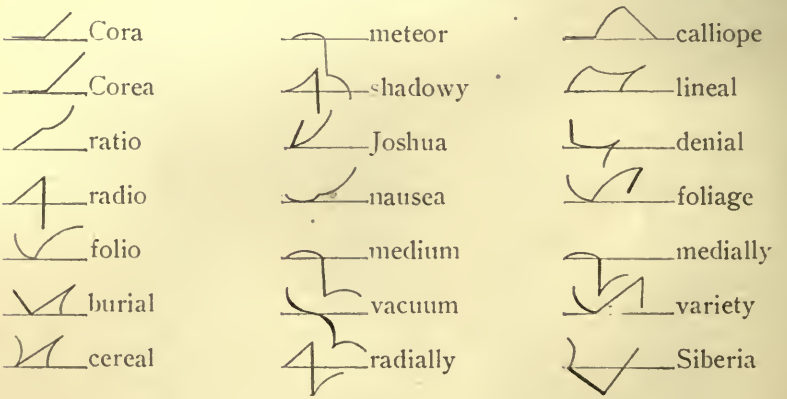
bare	vague	yellow	loaf	move
dash	vale	billow	loath	tour
fair	vary	byway	loathe	woolly
faith	wallow	child	lodge	fairly
fame	warrior	dire	loll	fanatic
fang	waylay	fig	lore	fatally
fatty	whale	Fido	love	fatigue
hail	berry	fife	lowly	lactic
hash	cheer	file	molt	laudanum
jail	fear	five	knoll	malady
chary	fellow	guile	quota	quality
carriage	fetch	highway	quoth	shapely
lair	ferry	hire	shore	tallyho
lake	jello	life	told	vampire
lady	leaf	like	volley	vanity
lame	leak	lilac	worry	wallop
lamp	leave	lily	bureau	watery
lap	leap	lip	curry	belief
latch	leash	lithe	cube	derive
lath	ledge	mire	duly	hemlock
laugh	leer	Nile	fudge	require
mail	leeway	quick	furor	venom
mare	leg	quire	funny	dimly
marriage	Lehigh	Shiloh	July	fifth
marry	mellow	ship	lull	fishhook
maya	mesh	silo	lure	linotype
nail	Nellie	tissue	mush	litany
Nash	query	vim	rule	ridicule
pare	real	viny	rush	shipwreck
quack	reef	widow	Russia	Shylock
quaff	rely	winnow	tush	victim
quash	sheaf	witty	foil	vitally
rash	sheath	bold	doily	forage
rarely	sheathe	coal	vouch	phonetic
shadow	shield	cold	halt	hollyhock
shady	shelly	folk	haul	lofty
shake	thief	foray	Cauley	loophole
shame	venue	goal	Laura	quorum
shave	veto	gold	vault	votary
shape	wearer	hoar	look	futurity
share	wheel	hold	loony	lunatic
Yeddo	holly	tear	moor	purely

LOCATING MEDIAL AND FINAL VOWEL SOUNDS

1. Medial and final T, D, Ray, N, H, Y, Qu, and upward L and Sh strokes, imply a vowel sound following. Medial and final P, B, Ch, J, K, G, F, V, Th, Th, M, Mp, Lt-d, are lengthened to show a vowel sound following.



2. Medial and final T, D, Ray, N, Qu, and upward L and Sh, are lengthened to show that two successive vowel sounds follow them.



THE DOUBLE CONSONANT ALPHABET

1. In Scientific Shorthand, each consonant sound is expressed in two ways. The second way of expressing some of the consonants is (a) by making the strokes longer, as set forth in paragraph one on the preceding page; (b) by writing the strokes upward and downward, as in the case of L, Sh and R; (c) by a small final hook, as in the case of T, D and N, which will be given later.

2. The purpose of this double representation of the consonant sounds is to show whether or not a vowel sound follows the medial and final uses of the consonant strokes, and other characters which represent them. In this way, we differentiate such words as *fun* and *funny; pit* and *pity; need* and *needy; vale* and *valley; bush* and *bushy; dare* and *dairy; bug* and *buggy.*

3. We must request the student to master the plan of this work, and in all cases to use the correct consonant characters; because some of the consonant characters are to be used medially and finally, when they are followed by a vowel sound, and the others are to be used when they are not followed by a vowel sound. Therefore, the correct uses of the double consonant representatives constitute the theory of Scientific Shorthand, in very large part.

4. No other system of shorthand writing contains a complete double representation of consonant sounds. No other system of shorthand writing, therefore, can locate the vowel sounds except by making extra characters for them, thereby adding greatly to the length of the shorthand outline for any word.

5. It is well known that very few words require the writing in of the vowel sounds, provided their exact locations are shown by the structure of the consonant outlines. This fact is clearly shown by the hyphenated outlines for words given in the Writing Exercises throughout this work.

6. Scientific Shorthand is the briefest writing system it is possible to construct, and maintain necessary legibility.

WORDS MUST BE WRITTEN IN CONTRACTED FORM

7. All shorthand writing of necessity is contracted writing. In Scientific Shorthand, words are contracted as follows:
(a) By omitting all silent letters; (b) by locating the vowel sounds, thereby overcoming the necessity of expressing them by either connected or disjoined characters; (c) by omitting the first of repeated consonants, as heard in *carriage, buffalo, effect, associate* — writing them *cariage, bufalo, efect, asociate.*

COMPLETE CONSONANT ALPHABET

Pee p, as in pay, rap

Bee b, as in boy, rub

Tee t, as in tie, pity

Dee d, as in do, ready

Chay ch, as in chop, etch

Jay j, as in jog, rage

Hay h, as in hay, behave

Wha wh, as in whip, whine

Kay k, as in key, take

Gay g, as in go, rug

Fee f, as in foe, muff

Vee v, as in view, move

The th, as in thigh, both

Thee th, as in thee, bathe

Ray r, as in roe, bury

See s, as in say, seedy

Zee z, as in zinc, Ezra

Shay sh, as in ship, ash

Yea y, as in yes, bunion

Em m, as in me, time

Emp mp, as in damp, lumpy

En n, as in no, rainy

Ing ng, as in song, among

El l, as in lay, folly

Elt-d lt-d, as in fault, mold

Ar r, as in arm, dare

Way w, as in willow, wine

Way w, as in away, awake

Way w, as in byway, leeway

Qu qu, as in quick, accuse

EXACT VOWEL EXPRESSION

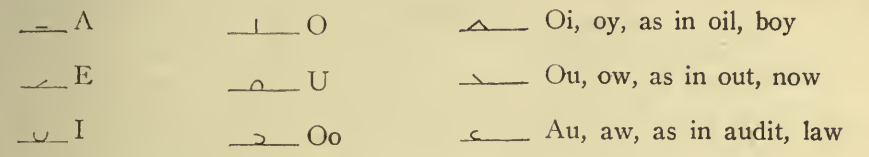
1. The method by which the vowels are located has now been given.

2. On the page opposite, we present the method by which medial and final vowel sounds may be exactly expressed. There is greater need of exact vowel expression in words of one syllable than in other words. The greater the number of consonants *expressed* and vowels *located,* the lesser the need for *exact* vowel expression.

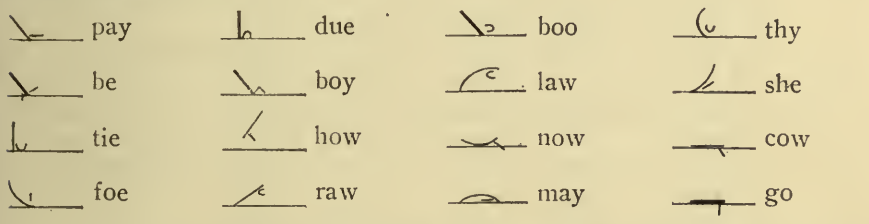
3. The student should rewrite the words given in preceding writing exercises, pages 5, 7 and 11, and write into the outlines the exact vowel sounds, thereby securing accuracy and facility in exact vowel expression.

MANNER OF EXPRESSING VOWEL SOUNDS

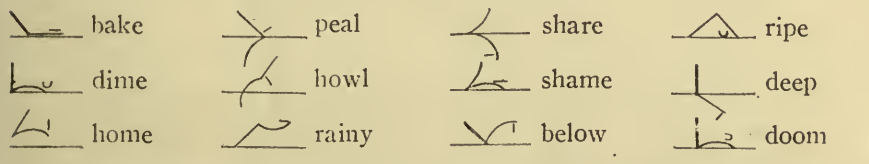
1. Medial and final vowel sounds, and initial short vowel sounds, are expressed by the following characters:



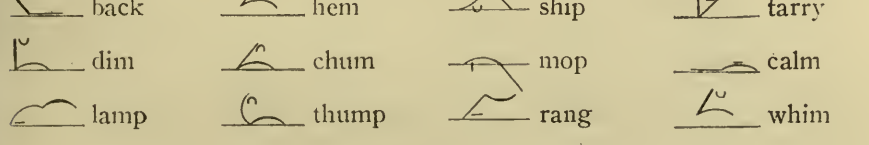
2. The vowel characters are written on the right hand side of perpendicular and inclined strokes, and on the under side of horizontal strokes to show that the vowel sound follows the sound of the stroke; and they are written near the end of any stroke to show that the vowel has the long sound.



3. Long vowel and diphthong sounds between strokes are written either after the first stroke, or before the second stroke, as may be most convenient.

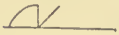


4. Short vowel sounds between strokes are written after the first of the two strokes, at the beginning end of the stroke. A, as heard in *calm, tarry,* is expressed by writing the vowel at the center of the stroke.



ILLUSTRATIONS OF PRECEDING PRINCIPLES

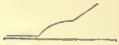
Revenue, *r-v-n-*

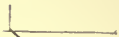

Lottery, *l-t-ry*

Phillip, *f-l-p*

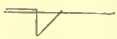
Foppery, *f-p-ry*

Tammany, *t-m-ny*

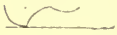

Cholera, *k-l-ry*


Tobacco, *t-b-ko*

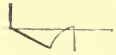
Dignity, *d-gn-ty*

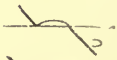

Coterie, *k-t-r-*

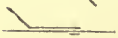
Factory, *f-kt-ry*

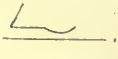

Felony, *f-l-ny*

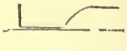
Happily, *h-p-ly*

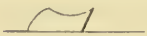

Debility, *d-b-l-ty*


Bamboo, *b-mboo*

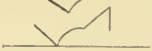

Bouquet, *b-ka*


Hackney, *h-kny*


Decalogue, *d-k-l-g*

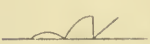

Lineage, *l-n- -j*

Jubilee, *j-b-l-*

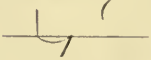

Polarity, *p-l-r-ty*

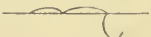
Lullaby, *l-l-by*

Demagogue, *d-m-g-g*


Military, *m-l-t-ry*

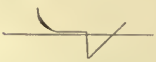
Manifold, *m-n-f-ld*

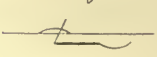

Tonnage, *t-n-j*


Mammoth, *m-m-th*

Militia, *m-l-sh-*

Directory, *d-r-kt-ry*

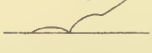

Victoria, *v-kt-r- -*


Mahogany, *m-h-g-ny*

Bonafide, *b-n-f-d-*

Nebula, *n-b-la*

Cupola, *qu-p-la*


Malaria, *m-l-r- -*

Note:—The italicized letters shown above, represent the consonant *sounds* in the respective words. The Scientific Shorthand outlines must express, not only those exact consonant sounds, but they must be *positioned* and *constructed* so they show that vowel sounds are *exactly* where the *hyphens* are printed.

Position is used either to *express* or to *locate* the *initial vowel sound*. The *lengthening* of certain strokes is used *solely* to show that a vowel sound *follows* the sound of the stroke. If the stroke implies a vowel sound following (as in the case of medial and final T, D, Ray, N, Lay, Sha), then such stroke is lengthened to show that two successive (concurrent) vowel sounds follow it.

WRITING EXERCISE

1. The words given in the several writing exercises throughout this work should be written in longhand on the left margin of the student's note book; and the shorthand outline, which exactly expresses the italicized letters, and locates the unrepresented vowel sound or sounds as shown by the hyphens, should be written as near as possible to the word. The student's work should be carefully examined and criticised by the teacher. The student should then write each word as many times as the line space will permit. Great care should be exercised in the formation of each alphabetic stroke, as to *length, direction* and *position*. The student should fully understand why and how the consonant outlines, aided by position, locate vowel sounds *exactly* as shown by the *hyphens*.

pump, *p-mp*
hump, *h-mp*
wreathe, *r-th*
fang, *f-ng*
hath, *h-th*
bump, *b-mp*
heath, *h-th*
hack, *h-k*
thing, *th-ng*
vamp, *v-mp*
path, *p-th*
faith, *f-th*
fake, *f-k*
sheath, *sh-th*

jeer, *j-r*
gore, *g-r*
hear, *h-r*
fire, *f-r*
near, *n-r*
pair, *p-r*
bore, *b-r*
tire, *t-r*
dear, *d-r*
care, *k-r*
rear, *r-r*
queer, *qu-r*
hair, *h-r*
pore, *p-r*

sherry, *sh-ry*
bury, *b-ry*
jury, *j-ry*
hurry, *h-ry*
Laury, *L-ry*
merry, *m-ry*
tarry, *t-ry*
carry, *k-ry*
hoary, *h-ry*
wiry, *w-ry*
sorry, *s-ry*
cherry, *ch-ry*
gory, *g-ry*
fiery, *f-ry*

mile, *m-l*
kneel, *n-l*
dale, *d-l*
keel, *k-l*
heel, *h-l*
rail, *r-l*
fail, *f-l*
vile, *v-l*
mole, *m-l*
deal, *d-l*
cool, *k-l*
reel, *r-l*
hole, *h-l*
mail, *m-l*

dump, *d-mp*
dug, *d-g*
gum, *g-m*
Goth, *G-th*
thump, *th-mp*
bath, *b-th*
sheathe, *sh-th*
jump, *j-mp*
wrath, *r-th*
lump, *l-mp*
lung, *l-ng*
teeth, *t-th*
lathe, *l-th*
rhythm, *r-thm*
long, *l-ng*
beer, *b-r*
tare, *t-r*

tore, *t-r*
chair, *ch-r*
core, *k-r*
veer, *v-r*
dare, *d-r*
pure, *p-r*
bear, *b-r*
door, *d-r*
chore, *ch-r*
gear, *g-r*
hare, *h-r*
fare, *f-r*
pier, *p-r*
perry, *p-ry*
Jerry, *J-ry*
Harry, *H-ry*
very, *v-ry*

yarrow, *y-ro*
narrow, *n-ro*
pale, *p-l*
ball, *b-l*
peal, *p-l*
bail, *b-l*
tall, *t-l*
pile, *p-l*
bowl, *b-l*
tile, *t-l*
pole, *p-l*
bawl, *b-l*
tool, *t-l*
jail, *j-l*
hale, *h-l*
vail, *v-l*
dare, *d-r*

mule, *m-l*
quail, *qu-l*
gale, *g-l*
rile, *r-l*
howl, *h-l*
fowl, *f-l*
meal, *m-l*
nail, *n-l*
shale, *sh-l*
pulley, *p-ly*
chilly, *ch-ly*
rally, *r-ly*
fully, *f-ly*
bully, *b-ly*
jelly, *j-ly*
hilly, *h-ly*
valley, *v-ly*

WRITING EXERCISE CONTINUED

willow, *w-lo*
shallow, *sh-lo*
fallow, *f-lo*
tally, *t-ly*
Cauley, *K-ly*
holy, *h-ly*
lily, *l-ly*
harrow, *h-ro*
furrow, *f-ro*
sheer, *sh-r*
tulip, *t-l-p*
daily, *d-ly*
gully, *g-ly*
folly, *f-ly*
Malay, *M-la*
gallop, *g-l-p*
bellow, *b-lo*
push, *p-sh*
cash, *k-sh*
lash, *l-sh*
foolish, *f-l-sh*

Pasha, *P-sha*
mushy, *m-shy*
bush, *b-sh*
gush, *g-sh*
gash, *g-sh*
mulish, *m-l-sh*
bushy, *b-shy*
wishy, *w-shy*
dish, *d-sh*
hush, *h-sh*
Polish, *P-l-sh*
dishy, *d-shy*
dashy, *d-shy*
josh, *j-sh*
fish, *f-sh*
rake, *r-k*
fishy, *f-shy*
Joshua, *J-sh--*
fop, *f-p*
rub, *r-b*
knob, *n-b*
peach, *p-ch*
peachy, *p-chy*

fog, *f-g*
foppy, *f-py*
nobby, *n-by*
ruby, *r-by*
foggy, *f-gy*
mop, *m-p*
beech, *b-ch*
log, *l-g*
mopy, *m-py*
webby, *w-by*
ditch, *d-ch*
beechy, *b-chy*
knock, *n-k*
tack, *t-k*
tacky, *t-ky*
league, *l-g*
loggy, *l-gy*
pith, *p-th*
dum, *d-m*
lime, *l-m*
timely, *t-mly*

lively, *l-vly*
reverie, *r-v-r-*
verily, *v-r-ly*
revenue, *r-v-nu*
lottery, *l-t-ry*
parish, *p-r-sh*
cubic, *qu-b-k*
pithy, *p-thy*
dummy, *d-my*
limy, *l-my*
dumbly, *d-mly*
moth, *m-th*
chum, *ch-m*
pillow, *p-lo*
Phillip, *F-l-p*
Matthew, *M-thu*
chummy, *ch-my*
below, *b-lo*
comic, *k-m-k*
redeem, *r-d-m*
tonic, *t-n-k*
happy, *h-py*
comedy, *k-m-dy*

mimic, *m-m-k*
livery, *l-v-ry*
vilify, *v-l-fy*
foppery, *f-p-ry*
fathom, *f-th-m*
baggage, *b-g-j*
parity, *p-r-ty*
verity, *v-r-ty*
revoke, *r-v-k*
referee, *r-f-re*
panic, *p-n-k*
Tammany, *T-m-ny*
Timothy, *T-m-thy*
botany, *b-t-ny*
pigmy, *p-gmy*
legatee, *l-g-te*
badge, *b-j*
banana, *b-n-n-*
bedeck, *b-d-k*
borrow, *b-ro*
by-law, *b-law*

chicory, *ch-k-ry*
cholera, *k-l-ry*
tobacco, *t-b-ko*
notary, *n-t-ry*
dignity, *d-gn-ty*
dogma, *d-gma*
famish, *f-m-sh*
gummy, *g-my*
bailiff, *b-l-f*
readily, *r-d-ly*
vanilla, *v-n-l-*
camera, *k-m-r-*
knife, *n-f*
coffee, *k-f-*
coterie, *k-t-ry*
debauch, *d-b-ch*
dilemma, *d-l-m-*
factory, *f-kt-ry*
felony, *f-l-ny*
knave, *n-v*
navy, *n-vy*
roguish, *r-g-sh*
shiny, *sh-ny*

WRITING EXERCISE CONTINUED

damage, *d-m-j*
ravage, *r-v-j*
happily, *h-p-ly*
bakery, *b-k-ry*
beautify, *b-t-fy*
bottom, *b-t-m*
cavity, *k-v-ty*
comedy, *k-m-dy*
derrick, *d-r-k*
debility, *d-b-l-ty*
heretic, *h-r-t-k*
bamboo, *b-mboo*
battery, *b-t-ry*
bookish, *b-k-sh*
bouquet, *b-ka*
vitally, *v-t-ly*
codify, *k-d-fy*
covey, *k-vy*
delay, *d-la*
hackney, *h-kny*

hammock, *h-m-k*
leafy, *l-fy*
magnify, *m-gn-fy*
decalogue, *d-k-l-g*
merino, *m-r-no*
bequeath, *b-qu-th*
dynamo, *d-n-mo*
rebuke, *r-b-k*
tunic, *t-n-k*
thorough, *th-ro*
pagoda, *p-g-d-*
territory, *t-r-t-ry*
fatigue, *f-t-g*
package, *p-k-j*
hurrah, *h-raw*
lack, *l-k*
lackey, *l-ky*
jubilee, *j-b-le*
luck, *l-k*
lucky, *l-ky*
polarity, *p-l-r-ty*
meadow, *m-do*
mighty, *m-ty*
peerage, *p-r-j*

radish, *r-d-sh*
lullaby, *l-l-by*
relief, *r-l-f*
retire, *r-t-r*
demagogue, *d-m-g-g*
Jericho, *j-r-ko*
villa, *v-l-*
gallery, *g-l-ry*
military, *m-l-t-ry*
monopoly, *m-n-p-ly*
menagerie, *m-n-j-r-*
nullify, *n-l-fy*
buggy, *b-gy*
manifold, *m-n-f-ld*
julep, *j-l-p*
tonnage, *t-n-j*
rotary, *r-t-ry*
lyric, *l-r-k*
mammoth, *m-m-th*
melody, *m-l-dy*

relieve, *r-l-v*
shampoo, *sh-mp-*
village, *v-l-j*
militia, *m-l-sh-*
directory, *d-r-kt-ry*
mature, *m-t-r*
victory, *v-kt-ry*
lovely, *l-vly*
maritime, *m-r-t-m*
necktie, *n-kti*
ravish, *r-v-sh*
repair, *r-p-r*
mahogany, *m-h-g-ny*
monetary, *m-n-t-ry*
coupe, *k-pa*
pedagogue, *p-d-g-g*
pomatum, *p-m-t-m*
bona fide, *b-n-f-d-*
Paulina, *P-l-n-*
nebula, *n-b-l-*
revoke, *r-v-k*
zenith, *z-n-th*
cupola, *qup-la*
minimum, *m-n-m-m*

picnic, *p-kn-k*
fidelity, *f-d-l-ty*
magic, *m-j-k*
memory, *m-m-ry*
peevish, *p-v-sh*
rupee, *r-pe*
ratify, *r-t-fy*
quarry, *qu-ry*
kodak, *k-d-k*
Lackawanna, *L-k-w-n-*
colic, *k-l-k*
bigamy, *b-g-my*
cabbage, *k-b-j*
defame, *d-f-m*
female, *f-m-l*
Gothic, *G-th-k*
humanity, *h-m-n-ty*
jubilee, *j-b-le*
knavery, *n-v-ry*
logic, *l-j-k*

majority, *m-j-r-ty*
nobility, *n-b-l-ty*
pathetic, *p-th-t-k*
qualify, *qu-l-fy*
repay, *r-pa*
savory, *s-v-ry*
topic, *t-p-k*
vivify, *v-v-fy*
beguile, *b-g-l*
beverage, *b-v-r-j*
lumpy, *l-mpy*
cajole, *k-j-l*
calico, *k-l-ko*
canopy, *k-n-py*
Catholic, *K-th-l-k*
chamois, *sh-my*
chemic, *k-m-k*
comma, *k-ma*
Quebec, *Qu-b-k*
faulty, *f-lty*
demolish, *d-m-l-sh*
depot, *d-po*
fumatory, *f-m-t-ry*
heavily, *h-v-ly*

ALPHABETIC DRILL PRACTICE.

1. Read par. 7, page 21, and note its application in the writing of the words *payee, boa, dewy, Leo, Noah* and *Joab.*

2. Write the alphabetic strokes lengthened, in Second Position, to show that two (concurrent) vowel sounds follow the sound of the stroke.

3. Pronounce the concurrent vowels *ae, ie, oe, ue.* Therefore, name the lengthened P stroke, *payee, piee, poee, pewey.* Likewise, name the lengthened B stroke, *bayee, byee, boee, bewey;* the T stroke, *tayee, tyee, toee, tewey,* etc.

4. Write the strokes of the entire alphabet lengthened, in Second Position, as the teacher or dictator pronounces them, associated with the concurrent vowel sounds, as above given.

5. It is advisable to alternate the strokes with the regular alphabetic lengths, thus: *pay, pea, pie, poe, pew; payee, pyee, poee, pewee; bay, bee, by, boe, beu; bayee, byee, boee, beuey,* etc.

6. Read par. 3, page 21, then write the following initial syllables:

Ap, ep, ip, op, up (P stroke in Third Position); ab, eb, ib, ob, ub; at, et, it, ot, ut; ad, ed, id, od, ud; atch, etch, itch, otch, utch; aj, edge, ij, oj, uj; ack, eck, ick, ock, uck; ag, eg, ig, og, ug; af, ef, if, of, uf; av, ev, iv, ov, uv; ath, eth, ith, oth, uth; athe, ethe, ithe, othe, uthe; al, el, il, ol, ul; am, em, im, om, um; amp, emp, imp, omp, ump; an, en, in, on, un; ang, eng, ing, ong, ung; ash, esh, ish, osh, ush (down stroke); ar, er, ir, or, ur, (curved R stroke).

7. Read par. 4, page 21, then write the following syllables:
Apy, epy, ipy, opy, upy; aby, eby, iby, oby, uby; aty, ety, ity, oty, uty.

Continue with the other consonant strokes in like manner.

8. Write each of the alphabetic strokes in Third Position, and alternate their lengths; thus:

Ap, ep, ip, op, up (P stroke, written five times, normal length, in Third Position); apy, epy, ipy, opy, upy (P stroke lengthened, written in Third Position, five times).

Continue in like manner with each of the other strokes.

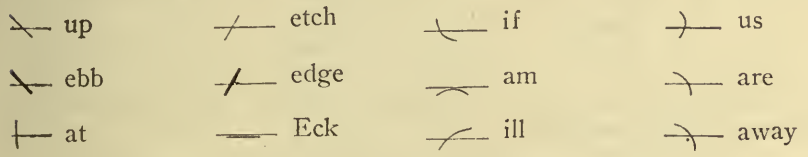
9. Scientific Shorthand is a syllabic system. The alphabetic drills give the syllabic representatives. Writing words in Scientific Shorthand is simply a matter of joining the syllabic representatives.

INITIAL SHORT VOWEL SOUNDS LOCATED BY POSITION

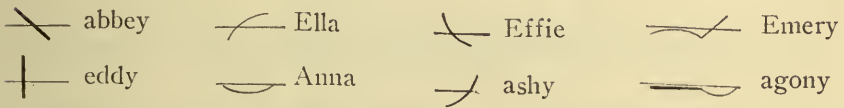
1. Third Position: Where a perpendicular or inclined stroke is written across the ruled line, or a horizontal stroke is written just under the ruled line, such stroke, or the entire word of which it is a part, is in Third Position.

2. The initial stroke determines the position of any shorthand outline, and also locates the first vowel sound in any word.

3. A stroke is written in Third Position to show that a short vowel sound immediately precedes it.

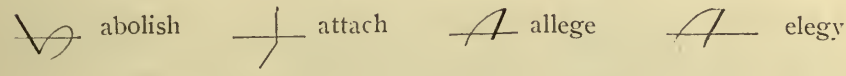


4. A Third Position stroke is lengthened to show that a second vowel sound follows the stroke.

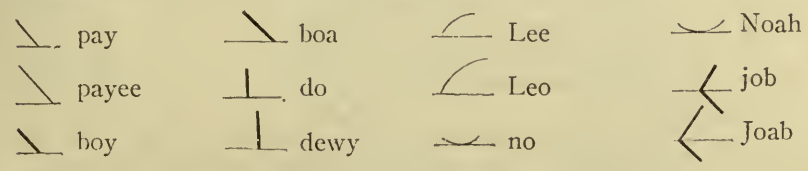


5. The greater portion of a Third Position stroke may be written below the ruled line to show that a long vowel sound follows the stroke.

6. The greater portion of a Third Position stroke may be written above the ruled line to show that a short vowel sound follows the sound of the stroke.

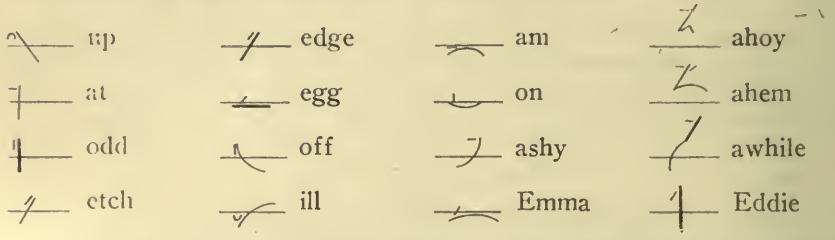


7. Any Second Position stroke may be lengthened to show that two successive vowel sounds follow the sound of the stroke.

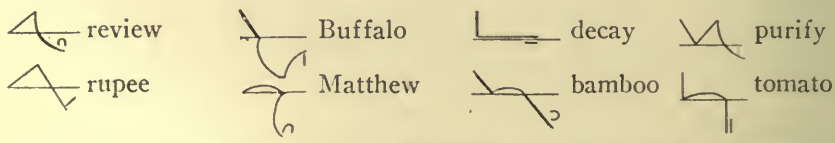


EXACT VOWEL EXPRESSION

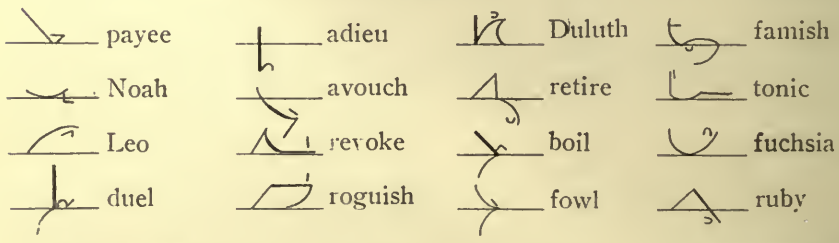
1. Initial short vowel sounds are expressed exactly by writing the vowel character before the initial stroke (the left side of perpendicular and inclined strokes, and the upper side of horizontal strokes).



2. In words of two or more syllables, a final long vowel or diphthong sound is expressed, generally.



EXACT EXPRESSION OF MEDIAL AND FINAL VOWELS



VOWEL LOCATION AFFORDS ALL NECESSARY LEGIBILITY

Remarks: Because of the legibility secured from exact expression of consonant and initial long vowel sounds, and exact vowel location, it is seldom necessary or even advisable to give exact expression to medial vowels, either long, short, or diphthongal; nor to initial or final short vowel sounds. Nor does the advanced stenographer but seldom find it necessary to give exact expression to final long vowel sounds. Complete initial long vowel and consonant expression, and exact vowel location, affords all needed legibility in practically all classes of words. However, the student should practice vowel writing, until all needed exactitude and speed is secured.

Exact vowel expression seriously retards speed in writing, and must be dispensed with largely, if not entirely, in rapid verbatim reporting.

WRITING EXERCISE
Second Position

bayou, b--
bowery, b--ry
burial, b-r--l
buyer, b--r
chaotic, k--t-k
cereal, s-r--l
denial, d-n--l
diadem, d--d-m
dial, d--l
dialogue, d--l-g
diary, d--ry
dairy, d-ry
duality, d--l-ty
fiery, f--ry
foliage, f-l--j
folio, f-l--
fuel, f--l
gayety, g--ty
jewel, j--l
Josiah, J-s--
laity, l--ty
lineage, l-n--j
loyally, l--ly
magnolia, m-gn-l--
malaria, m-l-r--
maniac, m-n--k
medially, m-d--ly
meteoric, m-t--r-k
newel, n--l
notarial, n-t-r--l
notoriety, n-t-r--ty
pneumonia, n-m-n--
piano, p--no
piety, p--ty
radium, r-d--m
really, r--ly
reappear, r--p-r
re-issue, r--shu
royal, r--l
shadowy, sh-d--
shower, sh--r
tactual, t-kt--l
towage, t--j
towel, t--l
vacuity, v-qu--ty
variety, v-r--ty
viola, v--la
voyage, v--j
vowel, v--l
poem, p--m
zodiac, z-d--k

WRITING EXERCISE
Third Position

aback, -b-k
abash, -b-sh
ability, -b-l-ty
ebony, -b-ny
oblong, -bl-ng
obloquy, -bl-quy
academy, -k-d-my
acme, -km-
acquire, -qu-r
occupy, -qupi
Adam, -d-m
admonish, -dm-n-sh
adore, -d-r
idiom, -d--m
affinity, -f-n-ty
afield, -f-ld
effigy, -f-jy
Alabama, -l-b-ma
alack, -l-k
albino, -lb-no
alchemy, -lk-my
alibi, -l-bi
allay, -la
Alleghany, -l-g-ny
aloof, -l-f
alpaca, -lp-ka
alpha, -lfa
appear, -p-r
elbow, -lbo
olfactory, -lf-kt-ry
ultimatum, -lt-m-t-m
among, -m-ng
anatomy, -n-t-my
anew, -nu
enemy, -n-my
epic, -p-k
epidemic, -p-d-m-k
epilogue, -p-l-g
opera, -p-ra
uphold, -ph-ld
equipage, -qu-p-j
equity, -qu-ty
armada, -rm-da
armory, -rm-ry
army, -rmy
aroma, -r-ma
arrow, -ro
early, -rly
ashore, -sh-r
aspire, -sp-r
assignee, -s-ne
assault, -s-lt
assay, -sa
assume, -s-m
asthma, -sma
asylum, -s-l-m
esoteric, -s-t-r-k
espy, -spy
Esquimau, -sk-mo
esquire, -squ-r
esteem, -st-m
Isabella, -s-b-la
ossify, -s-fy
athletic, -thl-t-k
atom, -t-m
atomic, -t-m-k
attire, -t-r
Italy, -t-ly
awake, -w-k

NON-ALPHABETIC WORD CHARACTERS

1. A few of the most common words are represented by arbitrary, non-alphabetic characters. These word characters must be memorized in the most thorough manner. They must be practiced upon until they can be formed with the utmost precision or exactitude with reference to their *length*, their *slant*, and their *position*. They should be formed not more than *one-fourth* the length of the alphabetic stroke characters for P, or K.

 of

to a-an, but

a , an, and

 of the

 too, two

 all

 of a-an

the, he, should

 before

to

to the

before the

2. The word *the* is the most frequently used word in language. It is expressed by a word character—a short Ray, or short Cha stroke. It is joined, generally, to the stroke that precedes it.

pay the

go the

may the

by the

why the

know the

do the

 if the

 say the

up the

though the

 show the

 add the

 lay the

 are the

3. The words *a, an, and*, may be represented by either a quarter-length T or K stroke, where the brief stroke is joined initially or finally.

pay a, an

 go a, an, and

 are a, an

 by a, an

why a, an

show a, an

do a, an

if a, an

leave a

 add a, an

 view a, an

 take a, an

THE ONE THOUSAND MOST FREQUENTLY USED WORDS

1. In several installments, we give a list of what is claimed to be the One Thousand Most Frequently Used Words.

2. We most earnestly advise that these one thousand words be written and rewritten until speed and accuracy is attained.

First Installment.

add	belong	duty	judge	money	share
affair	beg	early	July	move	she
ago	both	escape	keep	name	ship
alike	body	fail	lady	know	show
allege	buy	fair	lake	now	sorry
allow	came	family	lay	occupy	take
already	carry	few	leave	off	teach
although	cash	field	ledge	or	they
am	catch	fifth	life	page	though
among	check	file	like	pair	time
appeal	copy	five	live	pay	tire
appear	dash	feel	look	power	to-day
are	deal	follow	love	push	to-morrow
assume	day	game	mail	reach	took
athletic	death	gave	make	ready	up
avenue	deep	hold	many	really	us
baby	delay	hope	marriage	repair	who
back	door	if	may	require	wholly
became	duly	it	me	say	why

CONTRACTIONS.

3. Pages 27 and 35 present lists of words represented by a partial writing thereof; thus: abou (-b-) for *about;* aqui (-qu-) for *acquire;* apoi (-p-) for *appoint;* ob (-b) for *object;* ich (-ch) for *which;* sha (-sh-) for *shall;* espe (-sp-) for *especial-ly,* etc.

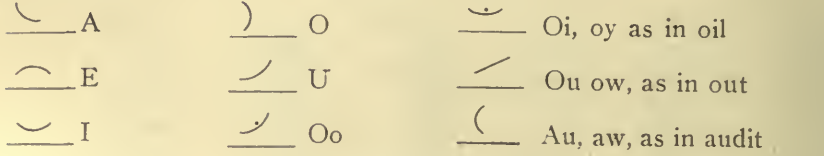
4. It is of the utmost importance that all contractions given in this work be analyzed (a) as to their phonic representation; (b) that they be written correctly as to length and position; (c) that great rapidity be attained in writing and reading them, and (d) that they be used in all reporting. Although they may be dispensed with entirely, yet wisdom and experience dictate that they be employed rather than the completely written outline, thereby insuring a much greater speed in writing than could be attained without their use.

5. *Ly* and *ed,* in words of two or more syllables may be omitted, generally. Thus, the outlines for *especial, regular, irregular,* represent also *especially, regularly, irregularly;* and the outlines for *question, acquire, number, publish, astonish, manufacture, represent, acknowledge,* etc., express also the past tense form of those verbs.

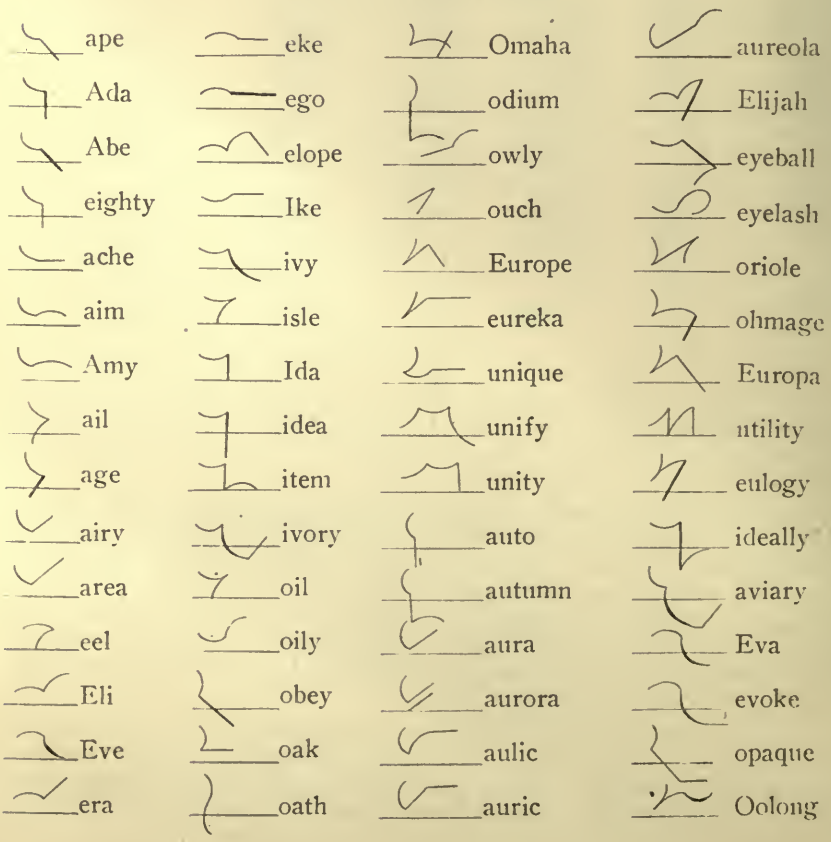
THE VOWEL STROKES

1. An initial long vowel or diphthong sound must be exactly expressed.

2. The vowel strokes are distinguished from the similar consonant strokes entirely by Position. The vowel strokes are used initially only, and always in First Position. They are as follows:

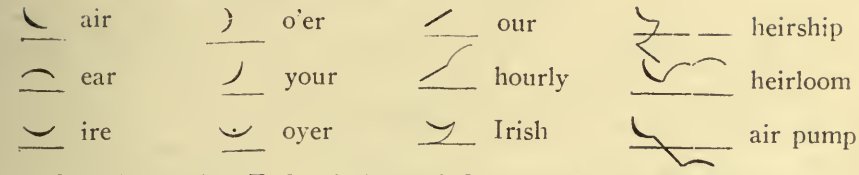


ILLUSTRATIONS



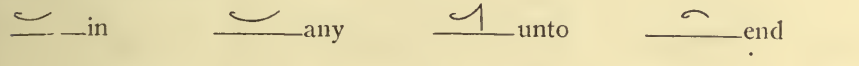
THE VOWEL STROKES CONTINUED

1. The vowel strokes are shaded to add R.



2. The strokes E, I, U, Au and Ou, are formed half length to add T or D.

3. The strokes E, I and U, are modified by a small initial hook to add N. Any vowel stroke, modified by an initial hook, expresses the short vowel sound.



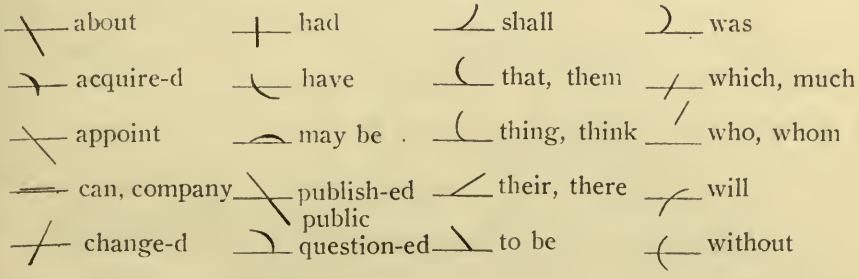
4. The En stroke, shortened and shaded, expresses *exactly* the prefixes *enter, ender;* the In stroke, shortened and shaded, expresses *inter, indor;* and the Un stroke, shortened and shaded, expresses the prefix *under*.

5. The I stroke, modified by a large initial hook, expresses *I am;* and formed as a semi-ellipse, opening upward, expresses *I will.* (See page 28, column 1.)

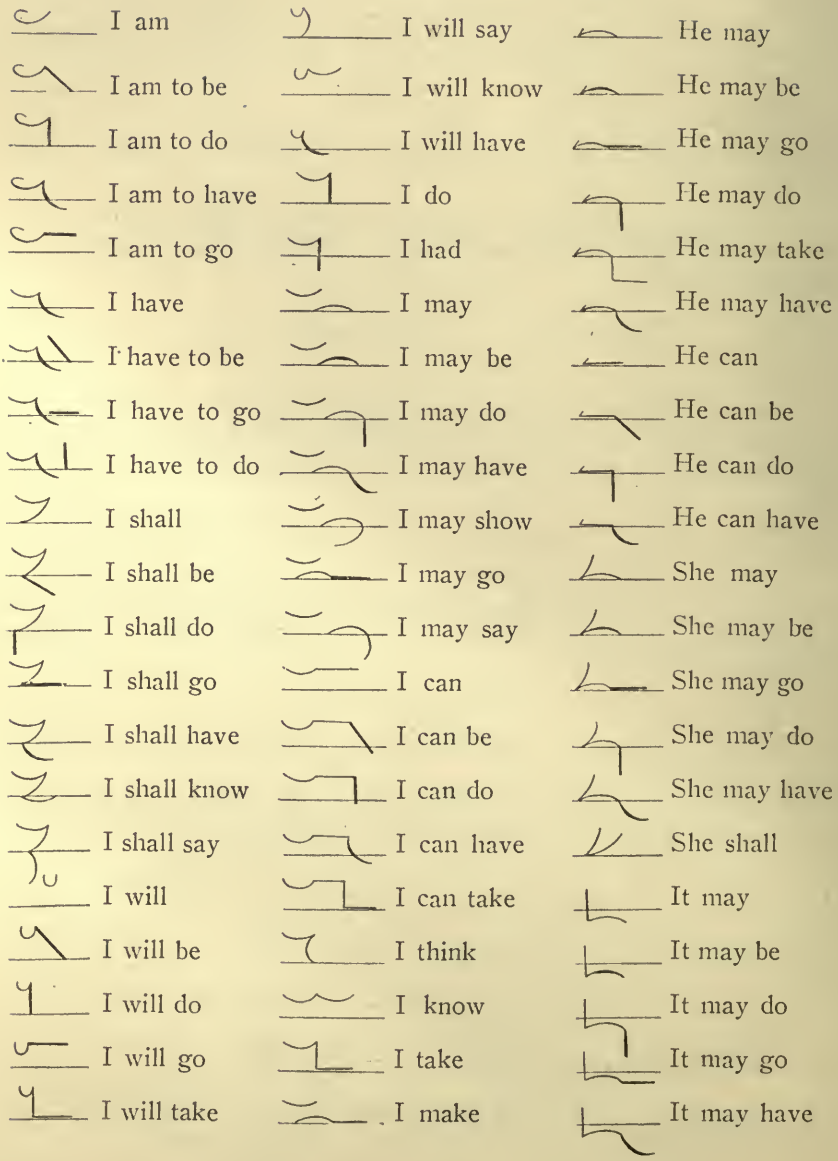
CONTRACTIONS

1. A few of the most frequently used words are represented by a partial writing thereof.

2. The words given below, separated by the comma, are expressed by a common outline, and they are differentiated by the context



SENTENCE WRITING.



PHRASE AND SENTENCE WRITING.

Who may

Who may be

Who may do

Who may have

Which may

Which may be

Which may do

Which may have

Which may go

Who can

Who can do

Who can be

Who can have

Who shall

Who shall be

Who shall do

Who shall have

There may

There may be

There can be

There had

Am I

May I

Shall I

Will I

Can I

Do I

If I

Have I

May he

Can he

Will he

Shall he

May she

Can she

Will she

Shall she

May it

Can it

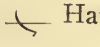
Will it

Shall it

Do it

By the

Have the


Shall the

Had the

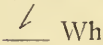
Will the

Do the

Which the

Who the

Why the


Publish the

Change the

Think the

Without the

That the

Saw the

Was the

Are the

Question the

Acquire the

Appoint the

About the

ALPHABETIC PRACTICE DRILL

1. Read par. 1, page 31, then write:

Spay, spee, spy, spoe, spew, spoy, spow, spaw, spoo; spray, spree, spry, spro, sprew, sproy, sprow, spraw, sproo; stay, stee, sty, stowe, stew, stoy, stow, staw, stoo; stray, stree, stry, strow, strew, stroy, strow, straw, stroo; skay, skee, sky, sko, skew, skoy, skow, skaw, skoo; skray, skree, skry, skro, skrew, skroy, skrow, skraw, skroo; slay, slee, sly, slow, slew, sloy, slow, slaw, sloo; smee, smy, smo, smew, smoy, smow, smaw, smoo; snay, snee, sny, snow, snew, snoy, snow, snaw, snoo; sway, swee, swy, swo, sweu, swoy, swow, swaw, swoo; squa, sque, squi, squo, sqaw.

2. Read par. 3, page 31, then write:

Sap, sep, sip, sop, sup; sab, seb, sib, sob, sub; sat, set, sit, sot, sut; sad, sed, sid, sod, sud; sach, sech, sich, soch, such; saj, sej, sij, soj, suj; sack, seck, sick, sock, suck; sag, seg, sig, sog, sug; sar, ser, sir, sor, sur (curved R only); saf, sef, sif, sof, suf; sav, sev, siv, sov, suv; sath, seth, sith, soth, suth; sal, sel, sil, sol, sul; sam, sem, sim, som, sum; samp, semp, simp, somp, sump; san, sen, sin, son, sun; sang, seng, sing, song, sung; sash, sesh, sish, sosh, sush (down Sh only).

CONSONANT STROKES IN ALL POSITIONS

3. The alphabetic strokes given above are to be written as word outlines for all the words for which they form the consonant outline.

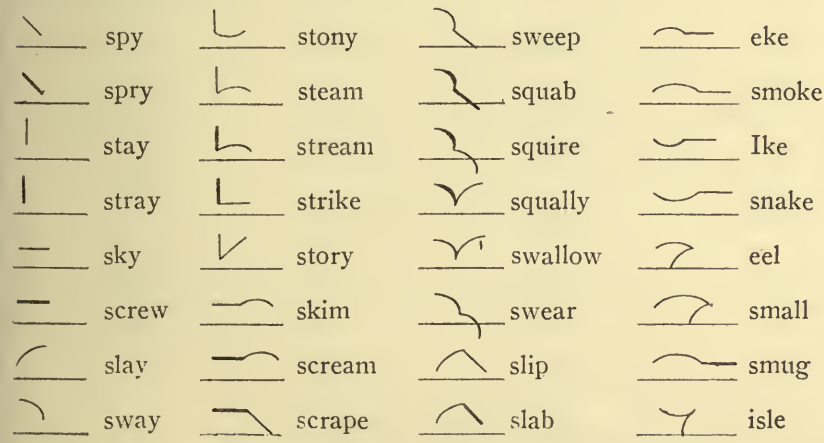
Thus, P stroke, Second Position, is to be pronounced *pay, pea, pie, poe, pew, poy, pow, paw, pa, pe, pi, po, pu, poo;* lengthened P stroke, *payee, pyee, poee, pewee;* P stroke, First Position, *spay, spee, spy, spoe, spew, spoy, spow, spa, spe, spi, spo, spu;* P stroke, Third Position, *ap, ep, ip, op, up*: lengthened P stroke Third Position *apy, epy, ipy, opy, upy;* P stroke, Fourth Position, *sap, sep, sip, sop, sup.*

This practice is the *shortest, quickest,* and *surest* road to a successful mastery of the system, with its grand scheme of *vowel location.*

INITIAL S AND S- EXPRESSED BY POSITIONS

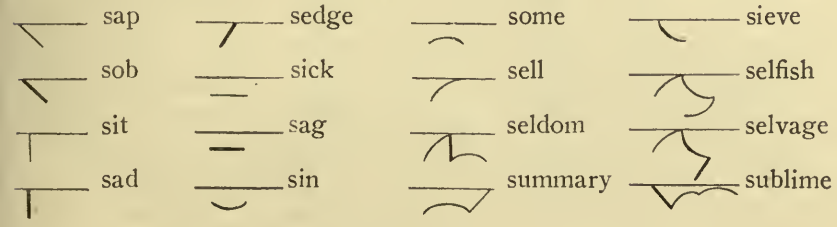
1. Any consonant stroke may be written in First Position to express the sound of S immediately before the sound of the consonant stroke thus written. Such strokes are shaded to add the sound of R. Spr-, Str-, Scr-, take the forms of B, D and G strokes respectively. Words do not begin with Sb, Sd, or Sg; therefore, the B stroke in First Position may be used to express Spr-; the D stroke to express Str-; and the G stroke to express Scr-.

2. Strokes M and N, written in First Position to express Sm- and Sn- respectively, must be lengthened so as to differentiate them from the vowels E and I.



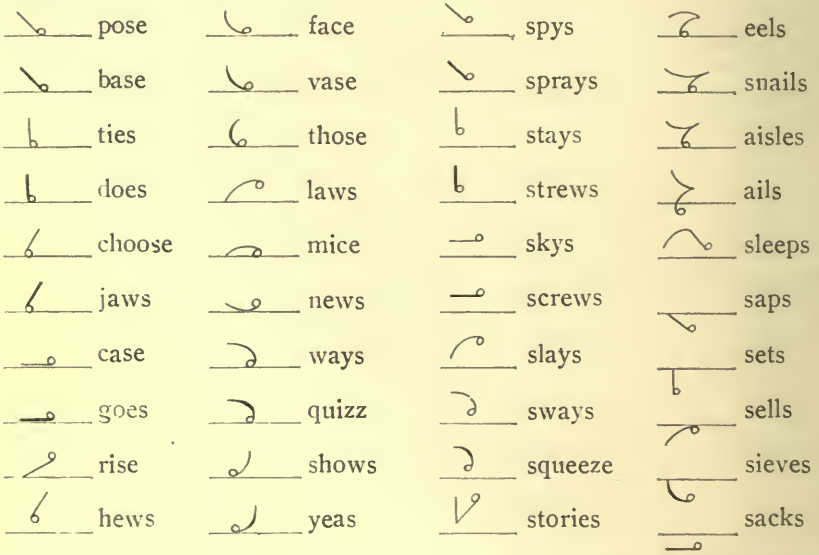
3. Any consonant stroke may be written in Fourth Position; that is, just under the base line—horizontal strokes about one-eighth inch below the ruled line—to express the sound of *sa, se, si, so, su* (the vowels having the short sound), immediately before the sound of the stroke thus written.

4. The horizontal strokes—M, N, K, G—may be lengthened in Fourth Position to imply a vowel sound following, as in the words *sanity, sanitary, sagacious, sagacity, saccharine, similar, senate, etc.*

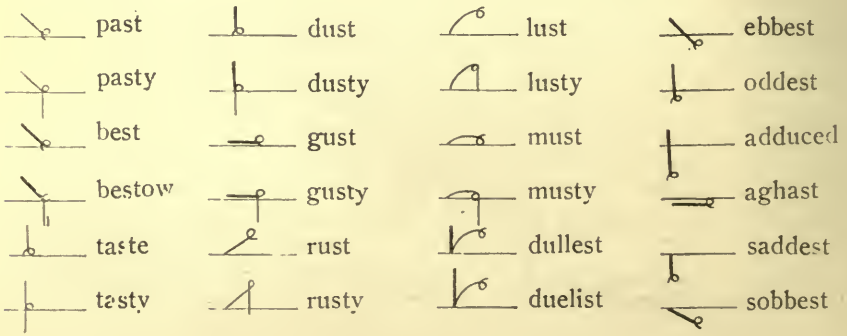


MEDIAL AND FINAL S OR Z EXPRESSED BY A CIRCLE

1. A small medial or final circle, termed S circle, expresses the sound of S or Z not followed by a vowel sound. Final S circle is formed on the right hand side of P, B, T, D, Ch, J, H and Wh, on the upper side of K, G, Ray and Ou (anti-clockwise), and on the concave side of all curved strokes.

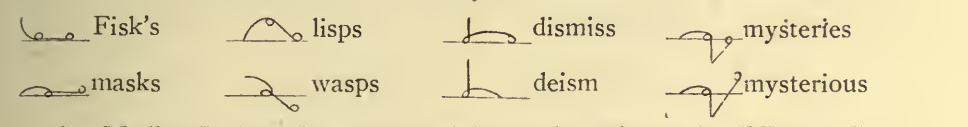


2. Final S circle is continued across the stroke to add T or D not followed by a vowel sound. T stroke must be used when a vowel sound follows it. St, final, implies a vowel sound preceding. Therefore, strokes followed by *-st* need not be lengthened to show a vowel following, but they may be lengthened to show whether the vowel following has the long or short sound, or to indicate that the accented vowel follows the lengthened stroke.

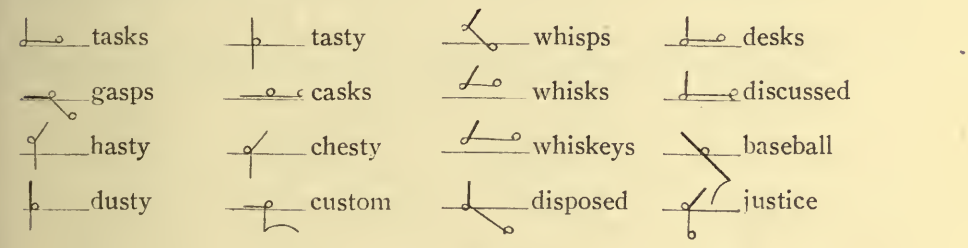


MEDIAL AND FINAL S OR Z EXPRESSED BY A CIRCLE

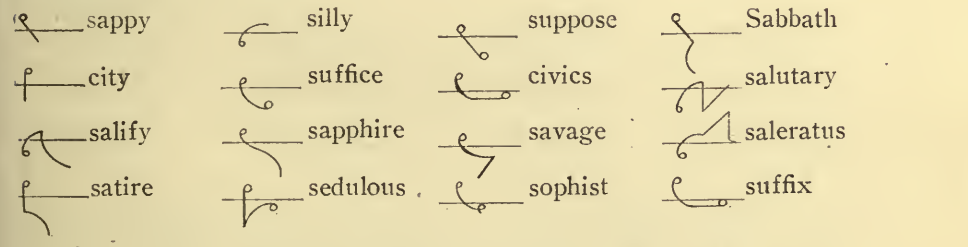
1. Medial S circle, between a curved stroke and a straight one, is written on the concave side of the curved stroke.



2. Medial S circle between straight strokes, drawn in different directions, is written outside the smaller angle; and between straight strokes, drawn in the same direction, it is formed according to the directions for final S circle.



3. Words of two or more syllables beginning with S followed by a short vowel sound, are written in Third Position, and the initial S is expressed by the S circle.

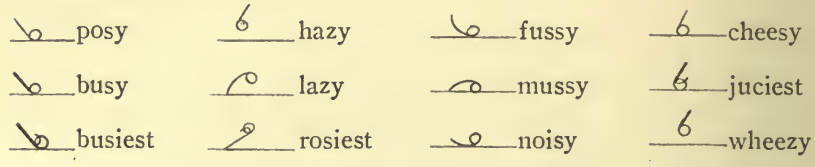


WRITING EXERCISE

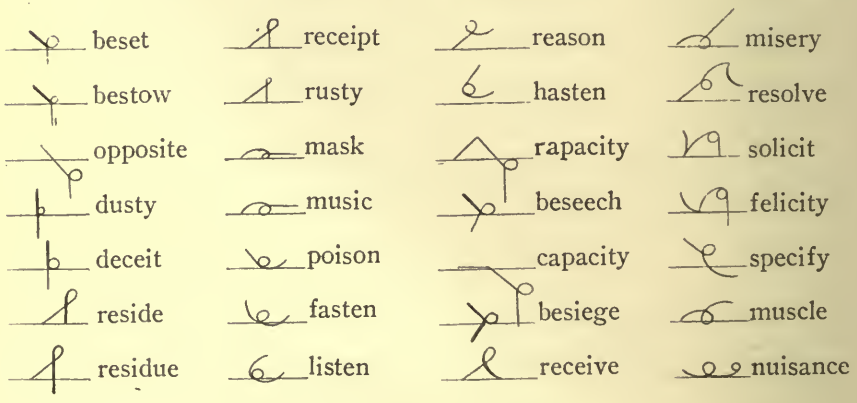
B-ro, d-ly, s-da, m-ny, n-dy, f-ly, f-lo, p-ty, p--ty, j-b, J--b, y-lo, r-th, r-the, Sh-k-go, Ch-t-n-g-, W-n-p-g, G-th-m, d-l-m-, p-n-k, d-m-j, t-m-to, v-l-fy, v-r-ly, n-t-r--ty, h-m-ny, r-v-k, s-sh-ly, b-g-my, f-th-m, S-b-r--, ch-r-ty, v-kt-ry, V-kt-r--, m-m-th, r-f-ree, P-n-ma, B-l-v--, t-m-thy, l-t-ry, r-b-ry, B-v-r--, b-t-ny, r-chly, p-l-g-my, v-n-la, L-b-r--, Qu-b-k, t-p-k, n-th-ng, t-l-p, Om-ga, M--b, p-r-ty, v-qu--m, K-n-b-k, v-l-d-ty, b-l-d-na, P-l-sh, sh-pr-k, -p-ra, t-m-d-ty, d-thl-k, l-v-t-ry, l-d-l-k, h-m-d-ty, m-r--t-k, -t-k, t-k.

USES OF THE C CIRCLE

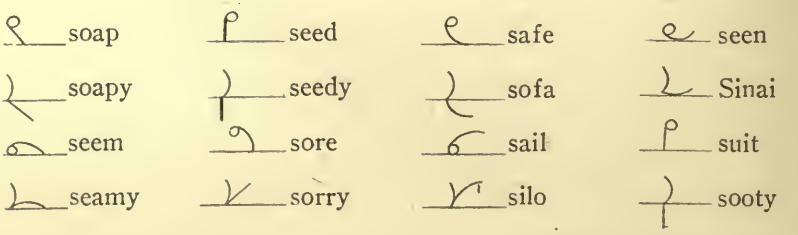
1. The S-Z circle is enlarged to show that a vowel sound follows the sound of S or Z. This larger circle is termed the C circle. Medial and final C circle conforms to all the rules that apply to the S circle, as to direction in its formation.



2. A vowel sound does not follow the sound of any stroke to which C circle is joined initially or medially; but, any stroke following *medial* C circle may be lengthened to show that a vowel sound follows it.

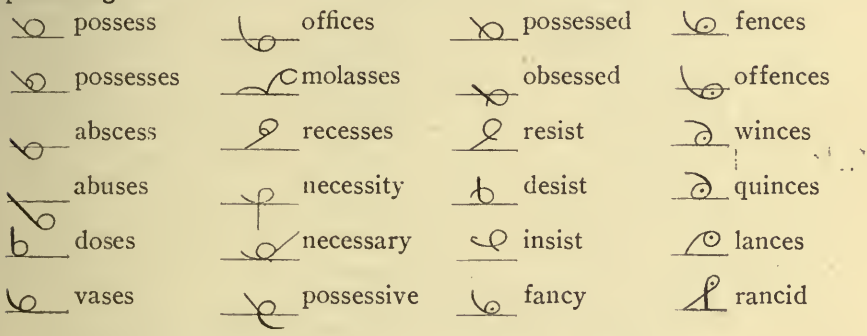


3. Initial C circle joined to a consonant stroke written in Second Position, shows a *long vowel or diphthong sound* immediately after the sound of S. A vowel sound is not indicated, however, after the stroke; but, a second vowel sound may be shown by using the S stroke initially.



THE SES CIRCLE

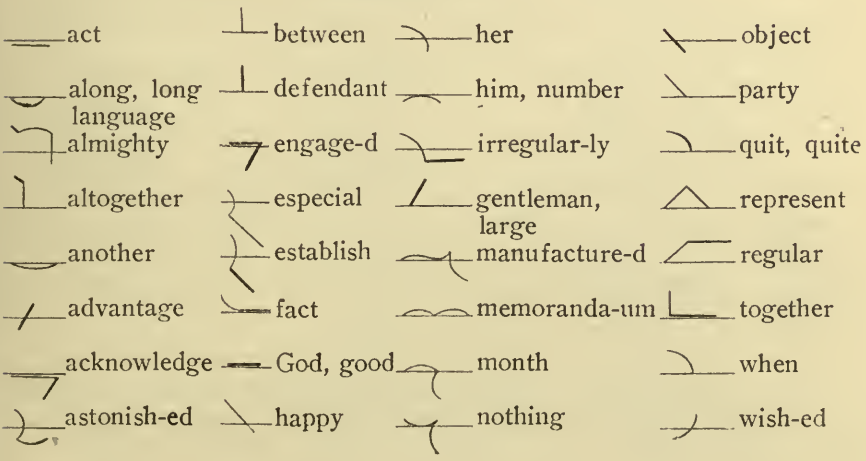
1. The C circle is enlarged to express the syllables *ses, sis, sus, ces, zes,* etc. This largest circle is termed the Ses circle. It is seldom employed initially or medially. It is continued across the stroke to add final T or D. The C and Ses circles may be dotted to show the sound of N preceding.



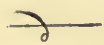
2. The C and Ses circles may be shaded to add R.

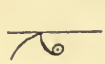
3. The R and Ray strokes should be used where a facile outline is formed.

CONTRACTIONS

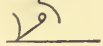


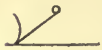
ILLUSTRATIONS OF PRECEDING PRINCIPLES


Acquiesce, *-q- -s*


Solvency, *s-lv-nsy*

Gazetteer, *g-s-t-r*


Series, *s-r-s*


Serious, *s-r- -s*

Accuracy, *-qu-r-sy*

Eulogy, *ul-gy*

Felicity, *f-l-s-ty*

Stabilize, *st-b-l-z*

Vicinity, *v-s-n-ty*

Security, *s-qu-r-ty*

Eraser, *er-s-r*

Suppose, *s-p-s*

Dishonest, *d-s-n-st*

Buxom, *b-ks-m*

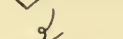
Rescue, *r-squ-*

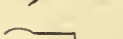
Noxious, *n-ksh-s*

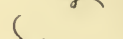
Renewals, *r-n- -ls*

Duodecimo, *d- -d-s-mo*

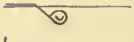
Subrosa, *s-br-s-*

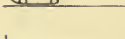

Usury, *usy-ry*

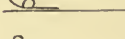

Egotism, *eg-t-sm*

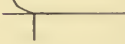

Audacious, *aud-sh-s*

Capsize, *k-psis*

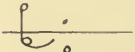

Fisk's, *f-sks*

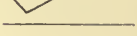

Physic, *f-s-k*


Safety, *s-fty*

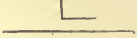

Mucilage, *m-s-l-j*

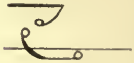
Citizen, *s-t-s-n*

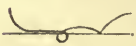

Spurious, *sp-r- -s*


Systematic, *s-st-m-t-k*

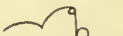
Sagacious, *s-g-sh-s*

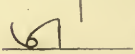

Civics, *s-v-ks*


Facsimile, *f-ks-m-l-*


Alias, *al- -s*

Elasticity, *el-st-s-ty*


Facility, *f-s-l-ty*


Necessary, *n-ses-ry*

Note: Final "*shus*" may be expressed by *sh-s* written either upward or downward, because a vowel sound must intervene. (See *noxious, audacious*).

WRITING EXERCISE

acquiesce, *-qu- -s*
deceit, *d-s-t*
reason, *r-s-n*
solvency, *s-lv-nsy*
disbelief, *d-sb-l-f*
facile, *f-s-l*
opposite, *-p-s-t*
squeaks, *sq-ks*
copyist, *k-p- -st*
paradise, *p-r-d-s*
gazetteer, *g-s-t-r*
serious, *s-r- -s*
despairs, *d-sp-rs*

amass, *-m-s*
accuracy, *-qu-r-sy*
harass, *h-r-s*
desperado, *d-sp-r-do*
pacify, *p-s-fy*
squeal, *squ-l*
eulogy, *ul-jy*
politics, *p-l-t-ks*
felicity, *f-l-s-ty*
receive, *r-s-v*
fasten, *f-s-n*
stabilize, *st-b-l-s*
vicinity, *v-s-n-ty*
modesty, *m-d-sty*
cashier, *k-sh-r*

delicacy, *d-l-k-sy*
eraser, *er-s-r*
abusive, *-b-s-v*
salary, *s-l-ry*
folio, *f-l-o*
dishonest, *d-s-n-st*
mischievous, *m-sch-v-s*
facsimile, *f-ks-m-l-*
rescue, *r-squ-*
dismiss, *d-sm-s*
novice, *n-v-s*
monopolist, *m-n-p-l-st*
syntax, *s-nt-ks*
message, *m-s-j*
mucilage, *m-s-l-j*

noxious, *n-ksh-s*
receipt, *r-s-t*
deceive, *d-s-v*
bituminous, *b-t-m-n-s*
facade, *f-s-d*
renewals, *r-n- -ls*
hideous, *h-d- -s*
series, *s-r-s*
audacity, *aud-s-ty*
nullify, *n-l-fy*
capsize, *k-psis*
fierce, *f-rs*
ratio, *r-sh-o*

obvious, *-bv- -s*
maximum, *m-ks-m-m*
garrison, *g-r-s-n*
efface, *-f-s*
bias, *b- -s*
avaricious, *-v-r-sh-s*
historic, *h-st-r-k*
revenues, *r-v-n-s*
hypnotism, *h-pn-t-sm*
cautious, *k-sh-s*
scheme, *sk-m*
justice, *j-st-s*
gallows, *g-l-s*
resolve, *r-s-lv*
testimony, *t-st-m-ny*

omnibus, *-mn-b-s*
focus, *f-k-s*
edifice, *-d-f-s*
average, *-v-r-j*
basin, *b-s-n*
dispatch, *d-sp-ch*
rhetorics, *r-t-r-ks*
besiege, *b-s-j*
batiste, *b-t-st*
majesty, *m-j-sty*
isthmus, *-sm-s*
mohair, *m-h-r*
snowball, *sn-b-l*
scrutiny, *skr-t-ny*
sagacity, *s-g-s-ty*

elicit, *el-s-t*
sanitary, *s-n-t-ry*
espousal, *-sp-s-l*
radius, *r-d- -s*
asbestos, *-sb-st-s*
fallacy, *f-l-sy*
custody, *k-st-dy*
depose, *d-p-s*
digest, *d-j-st*
whistle, *wh-s-l*
terrace, *t-r-s*
caboose, *k-b-s*
peevish, *p-v-sh*

barrier, *b-r- -r*
icy, *isy*
faucet, *f-s-t*
chaos, *k- -s*
raisins, *r-s-ns*
kerosene, *k-r-s-n*
tactics, *t-kt-ks*
tabasco, *t-b-sko*
policy, *p-l-sy*
accuse, *-qu-s*
domicile, *d-m-s-l*
disobey, *d-s-b-*
legacy, *l-g-sy*
ellipse, *-l-ps*
disguise, *d-sg-s*

humorous, *h-m-r-s*
velocity, *v-l-s-ty*
dozen, *d-s-n*
palaces, *p-l-s-s*
refusal, *r-f-s-l*
telescope, *t-l-sk-p*
vivacious, *v-v-sh-s*
bequeathes, *b-qu-ths*
kinetoscope, *k-n-t-sk-p*
Chesapeake, *Ch-s-p-k*
security, *s-qu-r-ty*
tacit, *t-s-t*
thistle, *th-s-l*
asterisk, *-st-r-sk*
sterilize, *st-r-l-s*

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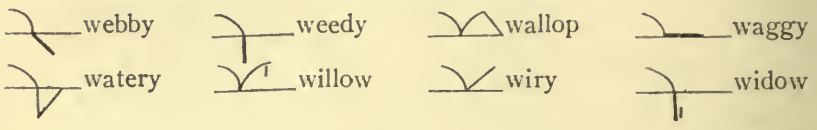
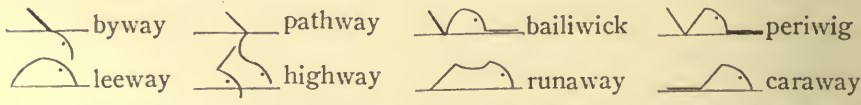
THE USES OF STROKE W, AND OF BRIEF W

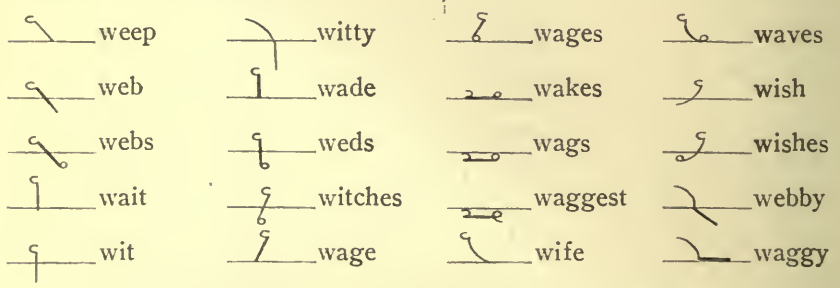
1. The W stroke is used initially in words of two or more syllables, where the second syllable is expressed by a stroke.



2. The W stroke, used medially and finally, is dotted to distinguish it from the curved R stroke.



3. The consonant W is expressed also by either of two small semi-circles, opening to the right or to the left. These brief W characters must be joined to the first consonant stroke in the word. The brief W opening to the right joins best on all strokes except the horizontal ones—K, G, M, Mp, N and Ng.



4. A study of above illustrations shows that brief W is used as follows:

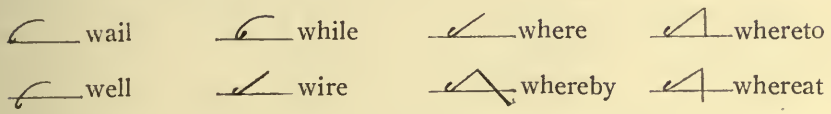
(a) In words of one syllable, which contain a consonant stroke.

(b) In words of two or more syllables where the second syllable is not expressed by a stroke, or need not be so expressed, as in *wages, witches, waggest,* because a vowel sound is forced in before the sound of final S or St.

5. Words using the brief W are written in Second Position to show that a long vowel sound immediately follows the sound of brief W; and they are written in Third Position to show that a short vowel sound immediately follows the sound of brief W. Thus, the words *wait, weep, wide, wages* require brief W and Second Position; the words *web, weds, wag, wit,* require brief W and Third Position, and the words *webby, witty, willow, wiry,* require the use of stroke W.

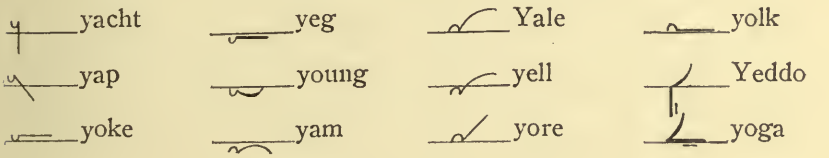
USES OF BRIEF W AND Y

1. The brief W is formed as an initial hook on strokes L and Ray, and the hook shaded expresses Wh-.



2. The brief Y is either of two small semi-circles opening upward or downward. They must be joined angularly to the consonant stroke that follows. The brief Y that opens upward joins best on all the strokes except Ray, Lay, M and Mp.

3. All the rules above given for the uses of stroke W initial, apply to the uses of stroke Y; and all the rules for the uses of brief W apply to the uses of brief Y.



WRITING EXERCISE

4. The italicized words below are represented by contractions given on pages 27 and 35:

I am the *party* he saw *there* at *that* time. They *have* too many of *them already*. I *shall appoint him* judge. I hope she *will* be *happy* in *her* new home. The *defendant* may ask the *gentleman* a *question*. *God Almighty hath* power. I *was astonished* at the *gentleman, especially when* he *quit* the store *quite* haughtily. The *public will object* to all they say *about* it. *Nothing will* be *published* before the end of the *month*. It *may be* he *whom* I saw at the show. It *will* take a *long* time to *acquire much* of *their* territory. A *large number* of *them have to be changed*. They, who *think* and *act together, have* the *advantage*. She *can* go *along without him*. It *was manufactured* by *another company*. They *numbered altogether about* fifty. I *wish* I *had* a *memorandum* book. I am *engaged* now, but I *shall* be *there* at the *regular* time. I *acknowledge* the *fact that* it *may be* a *good thing* to *have* the *company represented there*. An *irregular object* lay in the path *between them*. Why should *their language* be so odd? *Which will* they *have?*

NON-ALPHABETIC WORD CHARACTERS

we, with — what — you — ye, yet

were, whether — would — you, young. — I will

one, once — to what — year-s — to you

1. A brief W word may be enlarged to add any other brief W word. The brief Y, opening downward, is enlarged to express *you were;* and opening upward to express *you would.*

2. The words *with* and *were* may be enlarged, and inclined in the direction of Ray, to add the word *you;* and the words *what* and *would* may be enlarged and inclined in the direction of Cha to add the word *you.*

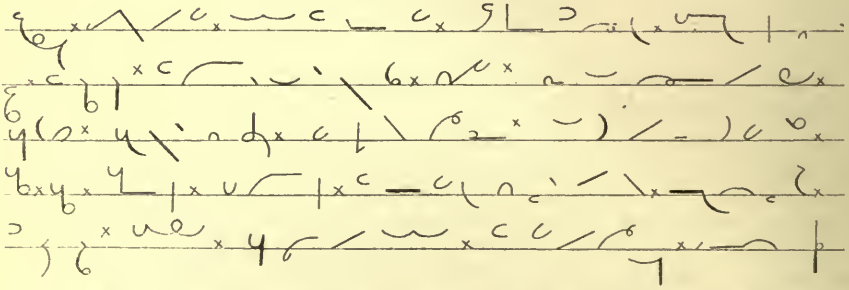
we were, we would — would we — with you

were we, whether we — to what would — were you

one would, one were — you were — what you

what were, what would — you would — would you

SENTENCE WRITING



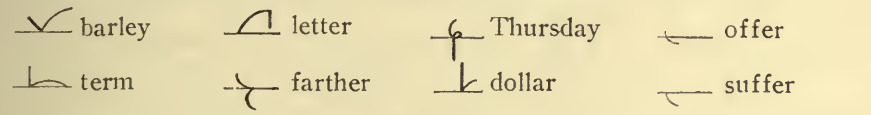
1. We have seen them. We are to be there with you. I know we were to go with you. We shall take what we must have. I will give it to you.

2. One would think so. Were we to do so today? We would like to know all about this. You were there, were you? You and I must go there soon.

3. You would do that, would you? You would have about all you desire. Were you at the party last week? I was there, and so were you also.

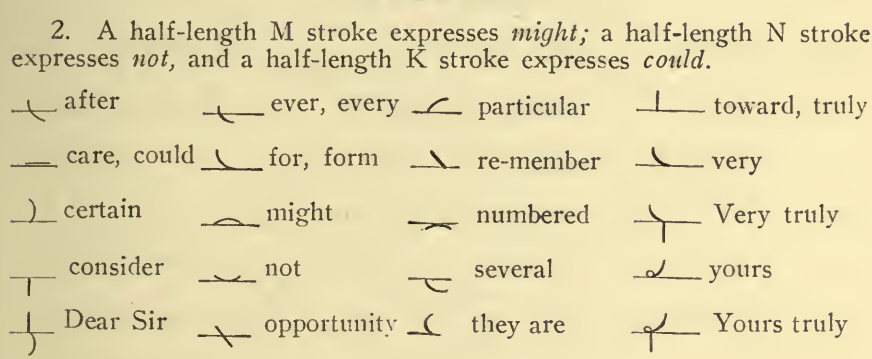
ADDING -R BY HALF-LENGTHENING STROKES

1. All the strokes of the alphabet except M, Mp, N and Ng, may be formed half-length to add R and a preceding short vowel sound.



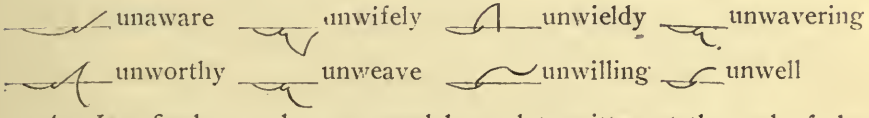
CONTRACTIONS

2. A half-length M stroke expresses *might;* a half-length N stroke expresses *not,* and a half-length K stroke expresses *could.*

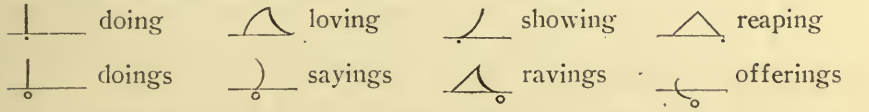


MISCELLANEOUS PRINCIPLES

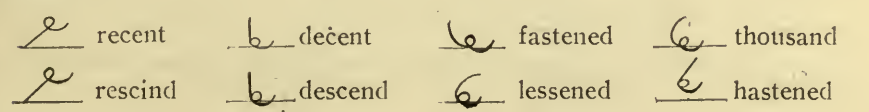
3. *Un* before W may be expressed by N stroke in Third Position.



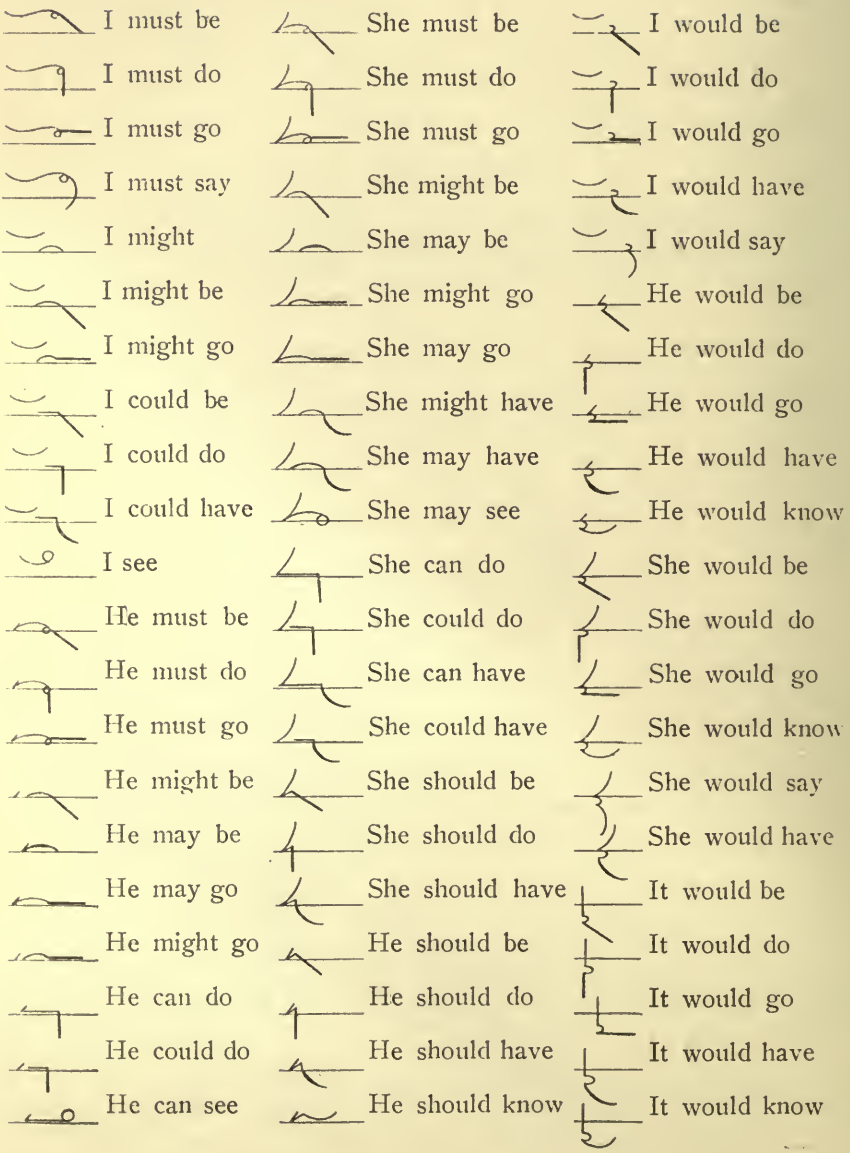
4. *Ing,* final, may be expressed by a dot written at the end of the stroke preceding, and *ings* by a circle so written.



5. After circles, hooks and loops, the syllables *-nt, ent,* may be expressed by a half-length N stroke; and *-nd, end* by half length N stroke shaded.



SENTENCE WRITING



SENTENCE WRITING

We may

We may be

We may do

We may go

We may have

We may see

We can

We can be

We can do

We can have

We can see

We must

We must be

We must go.

We must do

We must have

We might

We might be

We might go

We might do

We might have

We could

We could be

We could do

We could have

We should be

We should do

We should have

We should not

We should not be

We should not have

We should not do

We have

We have to do

We have to be

We have to go

We shall

We shall be

We shall go

We shall do

We shall know

We shall have

We shall not

We shall not be

We shall not do

We shall not go

We shall not have

We do

We do see

We had

We had the

We had to be

We had to go

We had to do

We had to have

We will

We will be

We will do

We will have

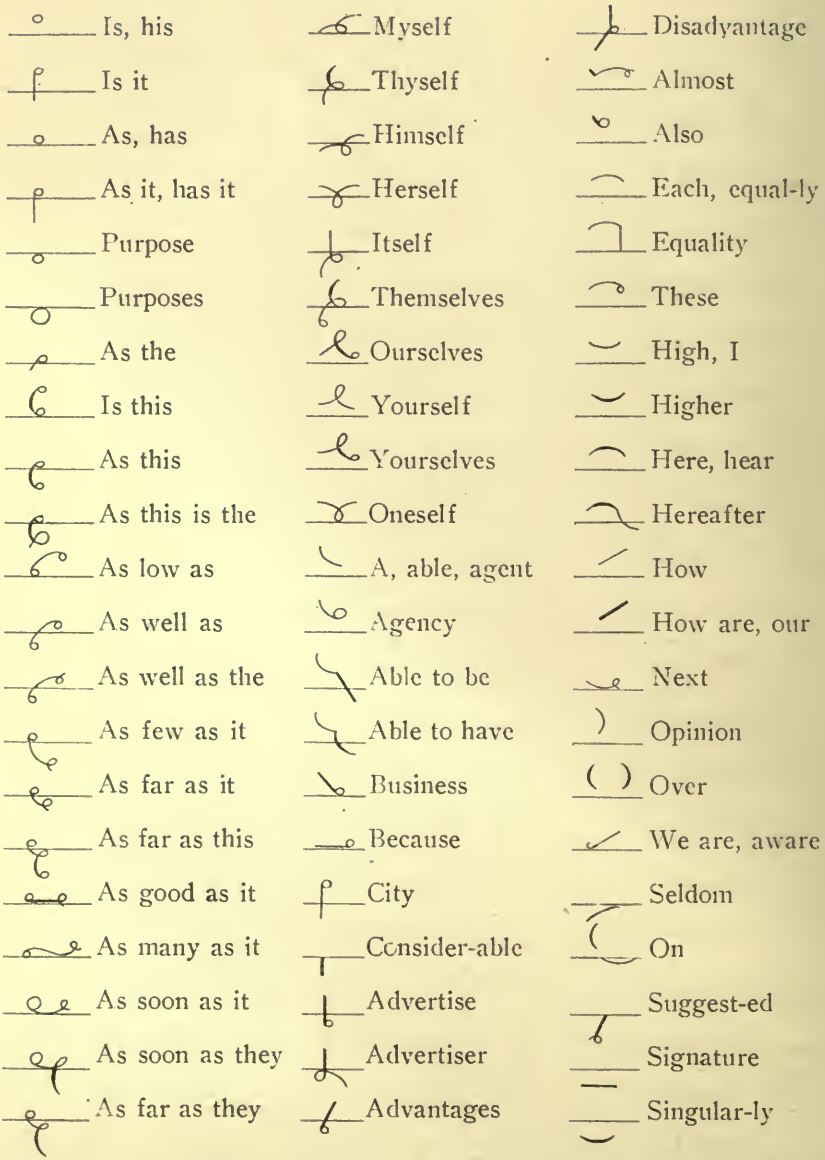
We will see

We will say

We will show

We will take

CONTRACTIONS



Note: The preposition *over* is expressed by the first of the two forms above given. The second form is used as a prefix, and in many compound words, as in *overcoat, overmatch, overlook, over-ripe,* etc.

PHRASE AND SENTENCE WRITING

We are

We are to be

We are to do

We are to go

We are to have

We are to know

We are to see

We are to take

We would be

We would do

We would have

We would think

We would show

We would like

What

What does

What have

What is

What is to be

What may be

What shall

You will

You will be

You will do

You will have

You will see

You will say

You will show

You will take

About that

About this

About which

At the

At which

Between the

Between those

Between them

Between us

Towards

For which

For all

After all

Of it

To it

If all

If this

Have all

Will they

Are we

Are you

When they

When will

When do they

When will they

When are

Why does the

Why should they

Why should he

Does the

Which is the

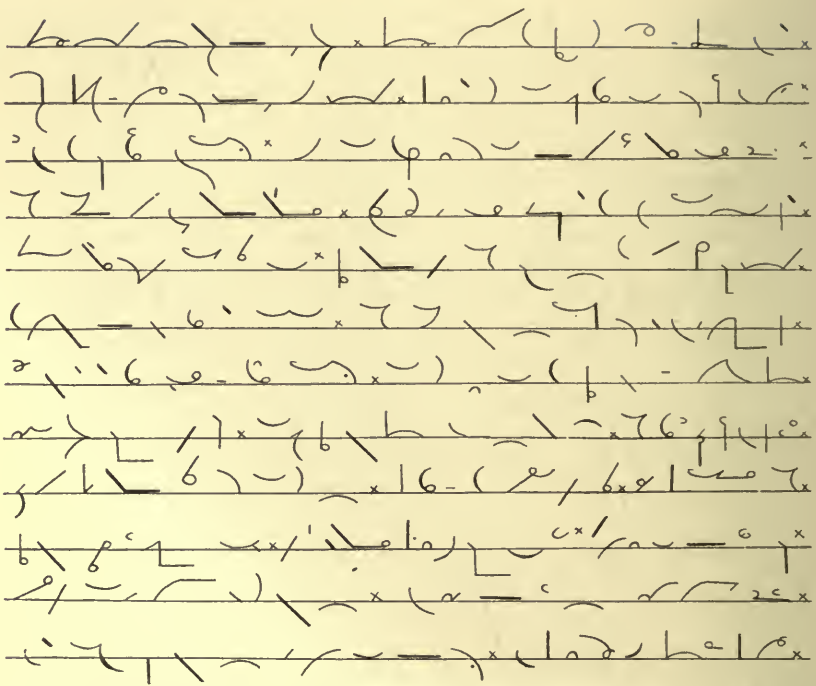
There is the

Where is the

Why is it

Note: Use the Au stroke for *on* where it is followed by a vertical or inclined stroke.

SENTENCE WRITING



James and Mary may both go to the field. Thomas and Laura think it is not so easy a task after all.

Edith, Dorathea and Alice are to go to the show tomorrow. Do you all say I should do this now, or wait for Lee?

What have they to do with this affair, anyway? Shall I visit you when I go there with the boys next week?

I think I shall go there after the big box. Joseph says he knows he can do all that without any money at all.

How many boys are there in the house now? It is a big advantage I think to have him on our side today and tomorrow.

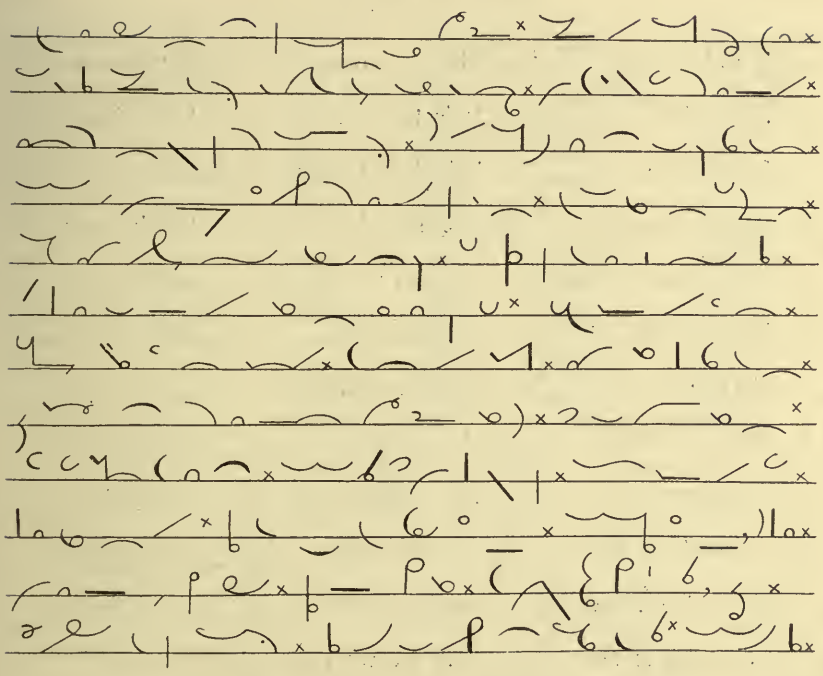
That will be a good opportunity for us all, I know. I think I shall appoint him in a day or two, if he will take it.

What is the object of all this noise and fuss, anyway? I say to you now that it is an opportunity of a lifetime.

You should not fail to take advantage of it. I should think it is about time for him to be here. I think that is what he would do with it if it were his.

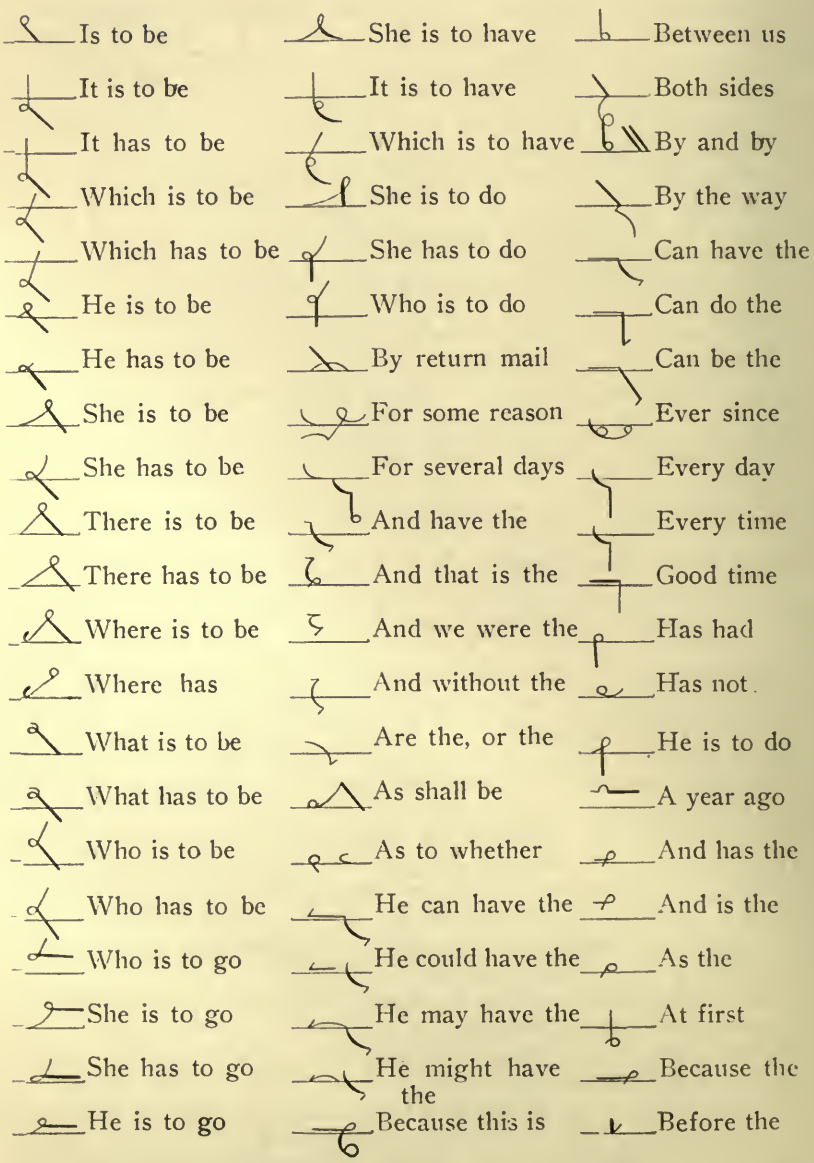
He was there between the big houses, when I saw him. Between this and that, there is not much choice. He is the defendant in the case, I think.

SENTENCE WRITING



Have you seen him here at any time since last week? I shall go there in a day or so without you.
In two days I shall go far away to live for the next two months. Will they all be with you when you go there?
You may question him about it when I go away. Oh, how I do wish you were here now to do this for me.
I know he will acknowledge his receipt when you show it to him. If I ever see him, I will ask him.
I think you will receive the money very soon, may be today. I will decide it for you before many days.
Why do you not go there to see him, as you said you would? You would have to go there with me.
I will take the boys with me tomorrow. They may be there already. You will also do this for him.
He was almost here when you came last week to see us. Would you not like to see him?
We were with you all the time that you were here. I know just what you will do about it. I am to go there with you.
Do you ever see him there? It is very singular if that is not his signature. I know it is his signature, so do you.

PHRASE AND SENTENCE WRITING



THE ONE THOUSAND MOST FREQUENTLY USED WORDS

Second Installment.

absence	desire	last	request	some	Sunday
any	does	least	said	something	suppose
anyway	dozen	lesson	sale	sometimes	testimony
assist	each	lost	salary	song	those
August	east	miss	same	soon	use
auto	easy	most	says	south	vessel
beside	else	must	seen	small	visit
box	fix	news	serious	speak	wait
busy	goes	pass	sell	stamp	walk
cast	guess	piece	sick	stole	war
cause	guest	police	side	story	watch
citizen	history	raise	sight	study	wear
city	ice	reason	since	success	week
colonies	issue	receipt	size	such	well
decide	just	receive	sold	suggest	wife

The letters given in the following pages have been prepared specially in order that the student may enter upon letter dictation thus early in his study and practice of Scientific Shorthand.

It is rather difficult to compose a set of business letters, when the vocabulary must be limited so as not to bring in words which more advanced principles would require a change in the manner of their writing. However, we believe the students will enjoy and appreciate the work more deeply from now on, because they are able to take and transcribe real business letters, simple though they are in both form and substance.

While progressing through the letter writing, we admonish the students to give to the preceding part of the book a most careful and searching review. Every principle should be understood so thoroughly that its application may be applied instantly. The proper length, slant, shading and direction of strokes must be carried into this early practice. Neatness and accuracy rather than speed, should characterize all students' work. Build speed upon the bed-rock of understanding. Refuse to become a careless, slovenly shorthand writer. Take real pride in becoming a real expert shorthand penman, for there is a shorthand penmanship just as there is a longhand penmanship, and the one is just as important as the other.

A critical study of the engraved outlines, not only in the letters, but in the words illustrating the text, and much practice in the writing thereof, will insure any industrious, determined and reasonably intelligent student, neat, accurate and rapid Scientific Shorthand writing.

The letters will present a few contracted forms for words and phrases. They are readily understood, easily applied, and should be memorized and employed in all future writing.

KEY TO OPPOSITE PAGE

May 6th, 1917.

J. B. Lee,
Decatur, Ill.

Dear Sir: Our business is now very satisfactory to all of us and we shall thank you if you will pay the party the money we owe him. We are willing to take A. B. Ames in the business with us after next Tuesday.

Very truly,

Dubuque, Iowa, July 4, 1917.

L. R. West,
Boise, Idaho.

Dear Sir: We have two sets of nice vases which we desire to sell and which we will sell cheaply. If you buy them before the last of this week, we will take 70 cents for each of them. We hope you will take advantage of this offer.

Very truly,

Dallas, Texas, July 24, 1917.

A. P. Roe,
New York City.

My dear Sir: We will sell you all the sheep we have in our fields if you will pay us as much as two thousand dollars cash at the time of sale. If this suits you we will have everything fixed up by the 15th of the month.

Very truly,

Dear Sir: We ask you to give us a box of your best tomatoes for our use at tomorrow's picnic. We shall not be able to pay you for them for a few days, but you may rest easy about the money for it will be at your store in the mail next Thursday P. M. If you will do this, you may ship the tomatoes today.

With our best wishes, we are,

Very truly yours,

Minneapolis, July 10, 1917.

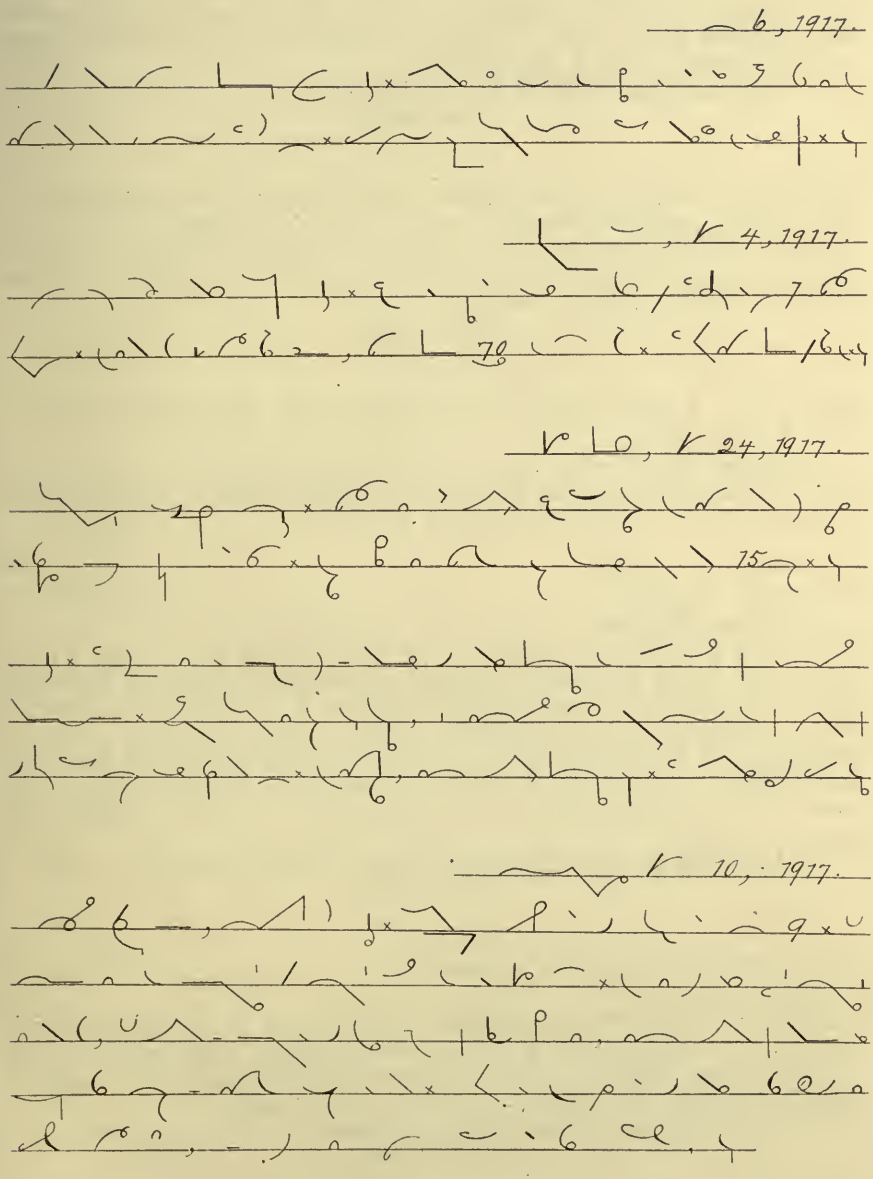
Messrs. Joseph & Co.,
Marietta, Ohio.

Dear Sirs: I beg to acknowledge receipt of your favor of May 9th. I will make you four copies of the large map of the United States for two dollars each. If you wish to see one of the maps before you buy them, I will ship a copy to your office and if it does not suit you, you may ship it back to us any time this month and you will have nothing to pay.

Hoping to have as much of your business this season as we received last year, and wishing you well in all things, I am as ever,

Very truly,

LETTER WRITING EXERCISE



KEY TO OPPOSITE PAGE

Dear Sir: Do you know that Harry Cady told me that the company he represented in Duluth a month ago will move to Winnipeg? I was astonished to hear that. May be they are already there; if so, I shall have to buy all of our fish at the lake shore store.

I hope to receive a letter about this to-day.

Very truly,

Dear Sir: I wish to buy a copy of the new book "Good Language" by E. I. Oakley, published about a month ago by A. O. Kelly May I ask a question or two about the book? I have two questions that I think are especially good. I should like to have the book by to-morrow, or at the latest by next Thursday. I am

Very truly,

Dear Sir: I know that you can buy the book, the name of which is "Good Language."

I am in Omaha now and you know I represent a large company here which published that book about a month ago, so I will see that you have the book by to-morrow.

Miss Mary Kennedy,
Winnipeg, Manitoba.

Dear Miss Kennedy: Why have we not received any answer to our letter of last week in which we questioned you about Joseph O'Neill who told us that he represented a large company in your city, the name of which I think he said is the Manitoba Security Gold Company. He said that he was a citizen of Canada, a member of the Olympia Lodge, and that he knew you very well. When he was here, his one purpose was to sell stock for cash, and he took advantage of every opportunity to do so.

It is necessary that we hear about him as soon as possible.

Yours truly,

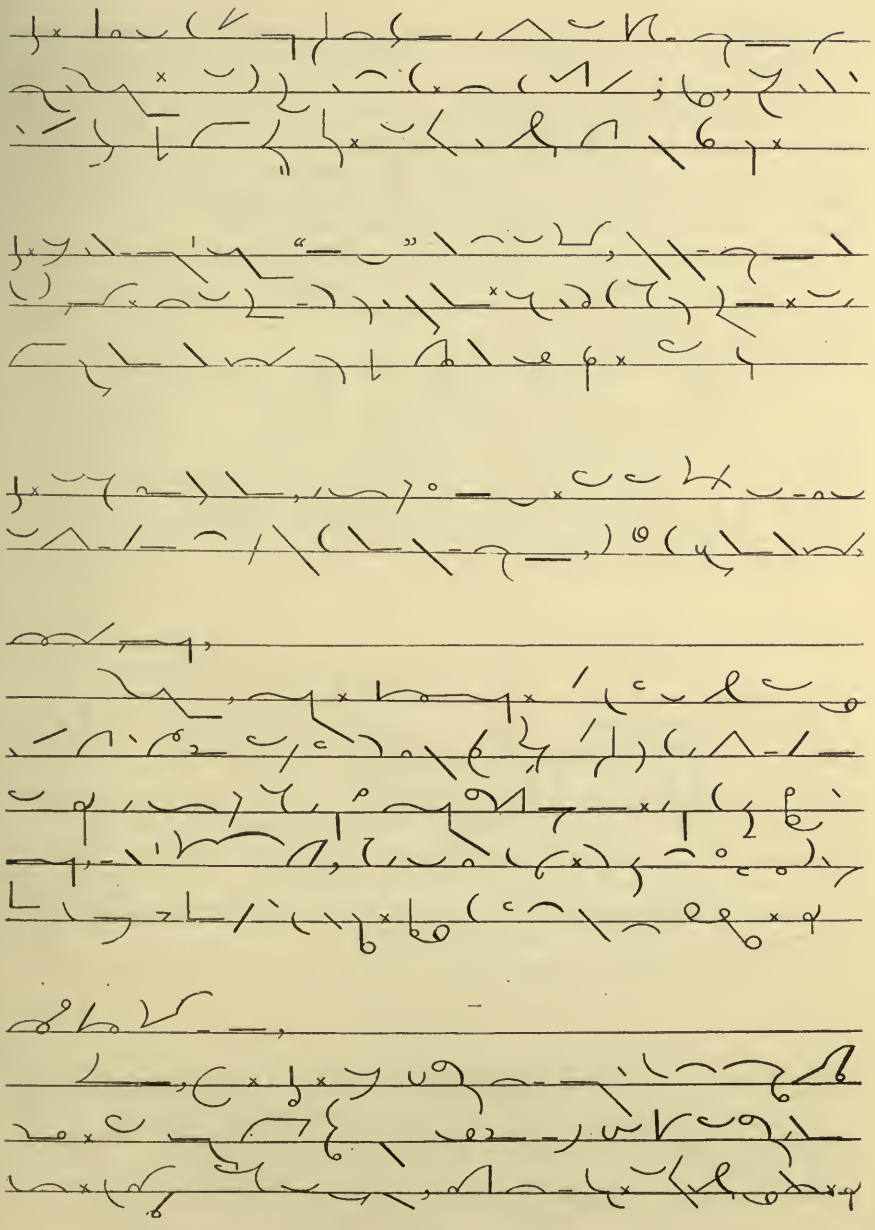
Messrs. James O'Reilly & Company,
Chicago, Ill.

Dear Sirs: I wish you would secure me a copy of A. E. Smith's Religious Works. I am to give a lecture on this subject next week and wish you would not delay in securing the book for me. If you will suggest anything new on the subject, you will do me a favor.

I hope to receive an answer by return mail.

Yours truly,

LETTER WRITING EXERCISE



KEY TO OPPOSITE PAGE

Minneapolis, Minnesota, May 28, 1917.

J. E. Bigelow,
Sioux City, Iowa.

Dear Sir: Your letter received to-day. We wish to thank you for the good work you are doing for our company. For some reason business is not as good as it was a year ago, but every day we are looking for a change for the better. There are a few disadvantages to the business that I wish to speak to you about and ask your advice.

Our advertising agent is out of the city almost all the time. We are aware that his absence is not good for the business. What do you think of it? In my opinion, it is poor business policy, but I have not said much about this to them yet.

Each member of the firm is assessed a small sum every time he receives a visitor in the office. By the way, do you think that is a wise thing to do? It is singular, but some of the members are seldom on time, and that is the reason there is so much delay in the work. It would be a good time for you to offer some advice to the company now. I must say it is quite necessary that they listen to you, because this is the time to make a change. Can you suggest something to-day? No one else can give advice as good as you can.

Yours truly,

Cincinnati, Ohio, February 1, 1917.

O. P. Jackson,
Memphis, Tennessee.

Dear Sir: Last Tuesday I saw the cashier of the Equality Security Company, and he told me that the business for this year is especially good. In fact, he said he was astonished at the change for the better in the work, since August A. Dickey became a member of the firm. In another month he is going to give me a memorandum together with some other particulars which I questioned him about long ago. He is engaged in a large business and I would suggest that you go and see him before he leaves the city, which might be quite soon.

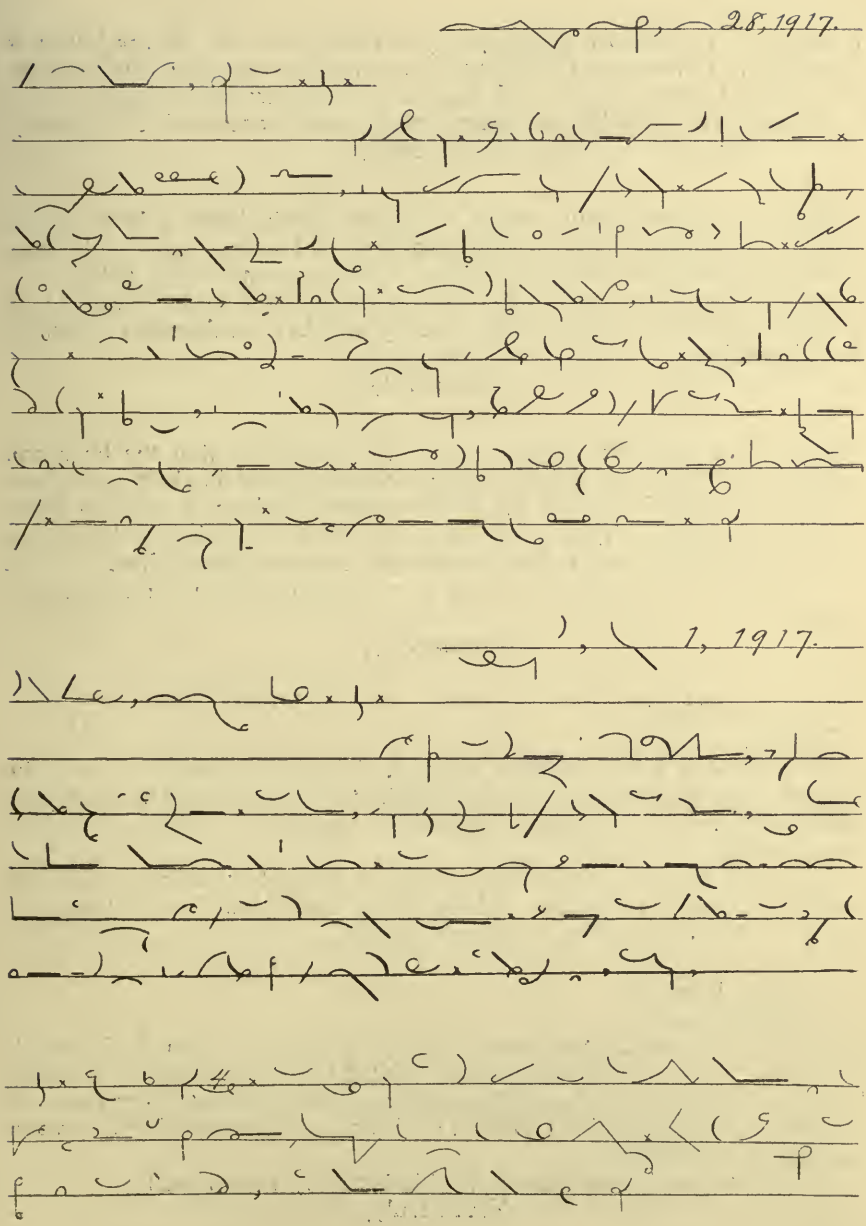
With best wishes to you, I am

Very truly,

Dear Sir: We have before us your letter of the 4th inst. In answer to it, we would say we are not able to ship the buggy to you for at least one week yet, as it must go to the factory for some very necessary repairs. Hoping that we shall succeed in satisfying you in all ways, we beg leave to be, as ever

Yours truly,

LETTER WRITING EXERCISE



LETTER WRITING EXERCISE

Dear Sir: To-morrow I shall pay you the money due on my house at Rochester. I am sorry I could not pay it before, but many serious matters which I must take up and dispose of have caused this delay.

I hope you will be in your office early to-morrow to receive the money.

Yours truly,

Dear Sir: Emma Smith, widow of James Smith, holds a large legacy with which she wishes to buy city houses and Dakota farms. She may take out a policy to cover any damage to her rye and barley fields.

If you think you can make a deal with the said party, I will do all I can to assist you. She is very wealthy and has considerable money at her disposal.

Yours truly,

Dear Sir: I shall give notice to the city authorities that the boys and girls of this academy desire a large swimming pool in their new gymnasi(um). This is one of the most necessary things to make a gymnasi(um) popular. They must have also the best of shower baths and many other things that I shall suggest to you some other time.

You must do your best to assist us so we may secure these necessary things.

Yours truly,

Mrs. Victor Wood,
City.

Dear Madam: I have a large store in South Minneapolis. I sell the very choicest things to eat, and should like to have you visit us some time soon and taste the delicious strawberries, raspberries, cakes and cookies that I carry.

You will do me a favor just to take a look at the variety of fancy goods that this store carries. I hope to see you in here before long.

Yours truly,

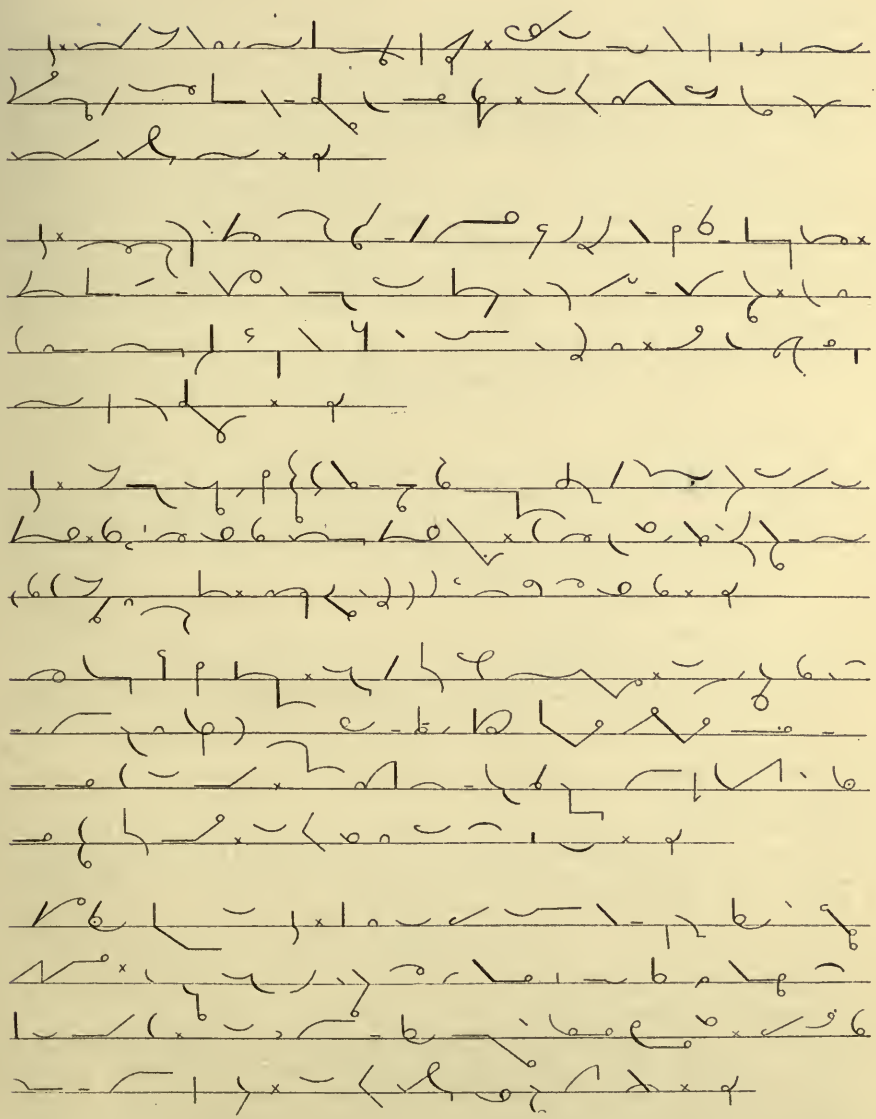
Mr. Julius Johnson,
Dubuque, Iowa.

Dear Sir: Do you know where I can buy a set or a dozen of Webster's Rhetorics? For several days I have wished to purchase these particular books, but could not do so as the book stores here do not carry them. I would like a dozen copies of Fisk's Civics also. We are using this work and like it very much.

I hope to receive an answer to this letter by return mail.

Yours truly,

LETTER WRITING EXERCISE.



LETTER WRITING EXERCISE

Mr. Louis Adams,
Salem, Mass.

Dear Sir: Your letter of the 14th inst. received. If you will give me the house you hold in Salem as security, I will give you the money you wish. I do not consider the house is very good security, but I will leave it that way for one year.

I hope business is good in your city. It is astonishing how good all business is in this vicinity. The rye and barley sales are especially good this year. A year ago they were slack, but the high cost of living seems to push business along. If you have a system to work by, you will see that you will have better success. That is the way we do business in Canada.

With best wishes for your success and welfare, I am

Very truly,

Mr. Thomas Smith,
Tomahawk, Wisconsin.

Dear Sir: I wish to acknowledge your letter of the 6th inst., saying that you will ship the five boxes of raisins to our store at Topeka next Tuesday. You may ship us also the following:

2 dozen jugs of molasses
1 dozen small picnic hams
5 pecks of turnips
4 boxes of tomatoes

If you have some nice bananas, you may also ship us some of them.

Yours truly,

Mr. Selby Thistle,
Reno, Nevada.

Dear Sir: I should like to sell you a large jug of oil before you go away. The jug will hold one-half barrel of oil, and I think you will like it very much.

I wish to receive a letter by return mail.

Truly yours,

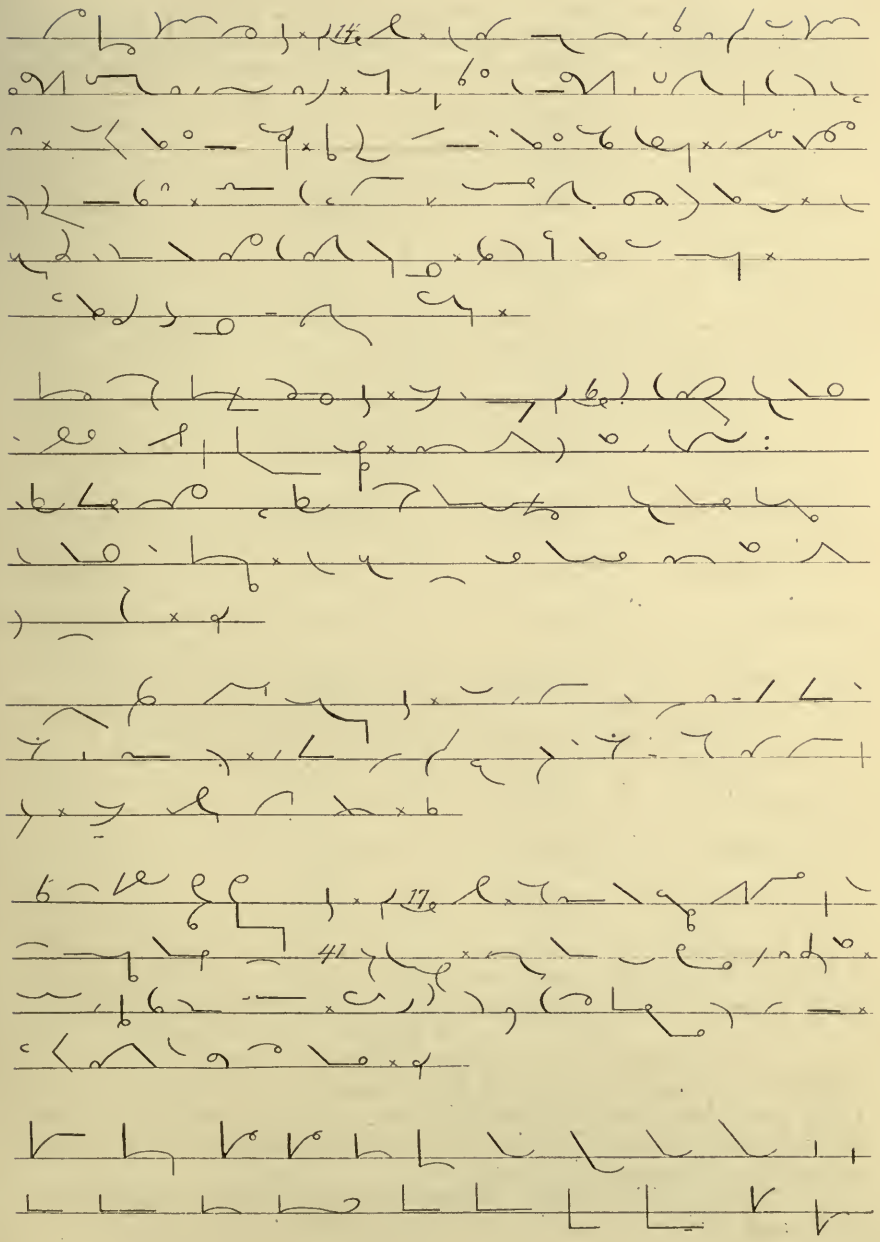
Mr. Jesse E. Harrison,
Sioux Falls, South Dakota.

Dear Sir: Your letter of the 17th inst. received. I think you can buy Webster's Rhetorics at A. E. Kennedy's book store, No. 41- 4th Avenue South. He may have the book on Civics which you desire, also. I know he advertised this work a year ago. I am of your opinion when you say that these text books are particularly good.

We hope you will be able to secure these books.

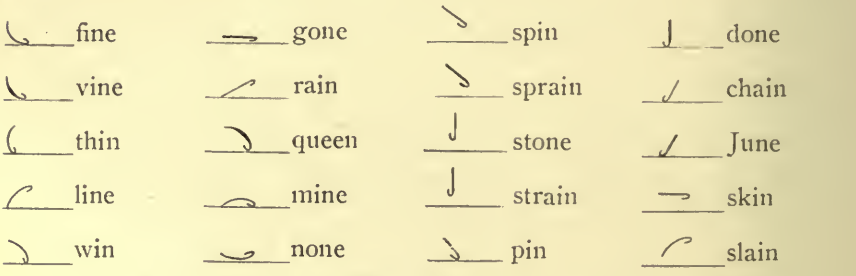
Yours truly,

LETTER WRITING EXERCISE.

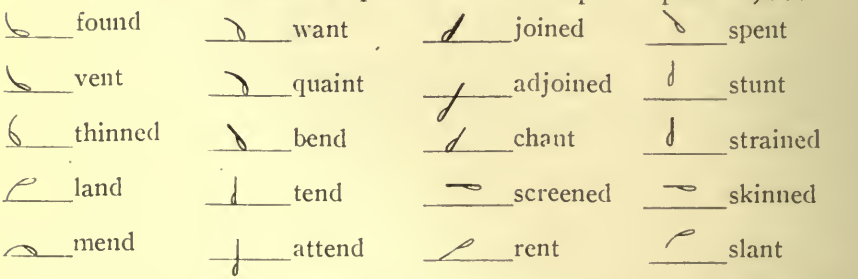


USES OF N HOOK

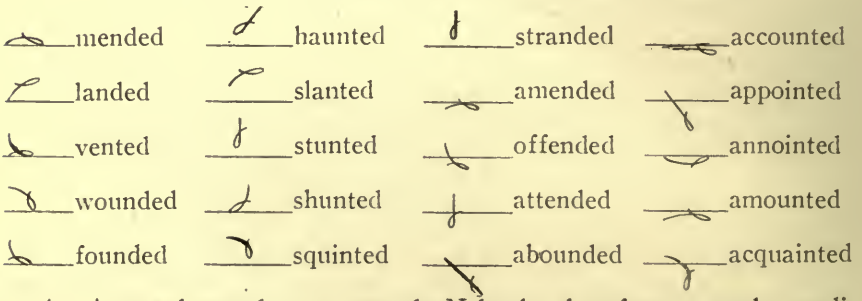
1. A small final hook on the concave side of any curved stroke, on the left hand side of P, B, T, D, Ch, J, H, Wh, and on the under side of K, G, Ray and Ou, expresses the sound of N, not followed by a vowel sound.



2. The N hook is made a part of a small loop to express *nt, nd.*



3. The Nt-d loop is extended across the stroke to add *ed.*

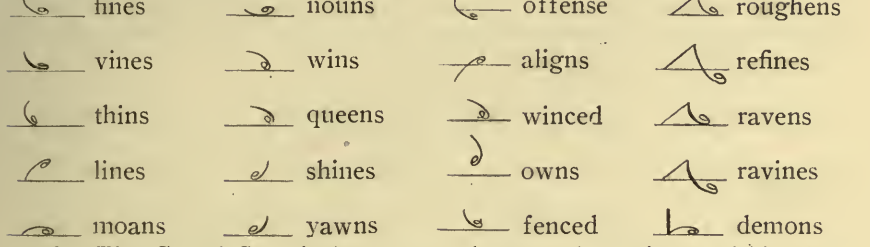


4. A vowel sound must precede N hook; therefore, a stroke modified by an N hook need not be lengthened to show the presence of a vowel sound between the stroke and N hook; but such strokes, used medially and finally, may be lengthened to indicate a long vowel sound, or an accented vowel before the sound of N.

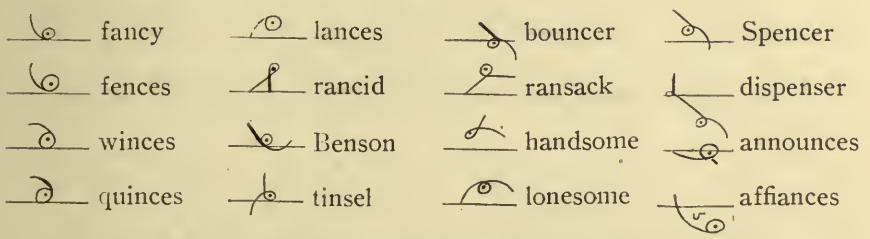
5. Third position strokes, modified by an N hook, may be lengthened and written according to paragraphs 5 and 6, page 21.

USES OF N HOOK CONTINUED

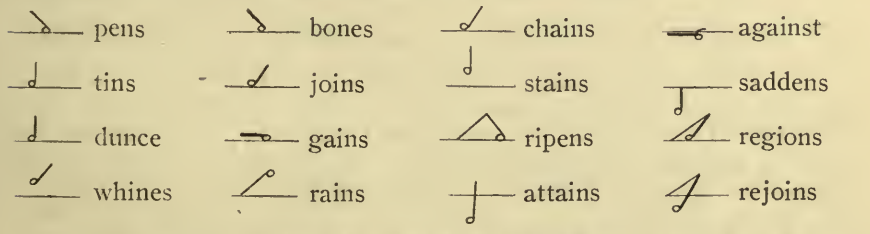
1. The S-Z circle must be written within the N hook on curved strokes.



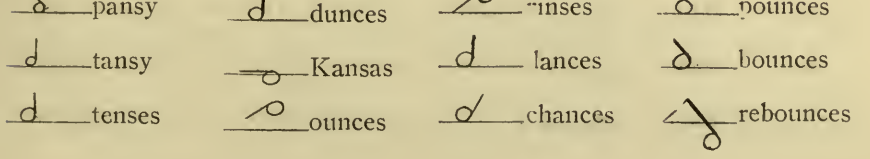
2. The C and Ses circles are too large to be written within the N hook. Therefore, a dot or period is written inside such circles to express the sound of N before a medial C or Ses circle, and before a final C and Ses circle on curved strokes.



3. Final Ns, Nz, following the sound of a straight stroke, may be expressed by closing the N hook into a small circle.

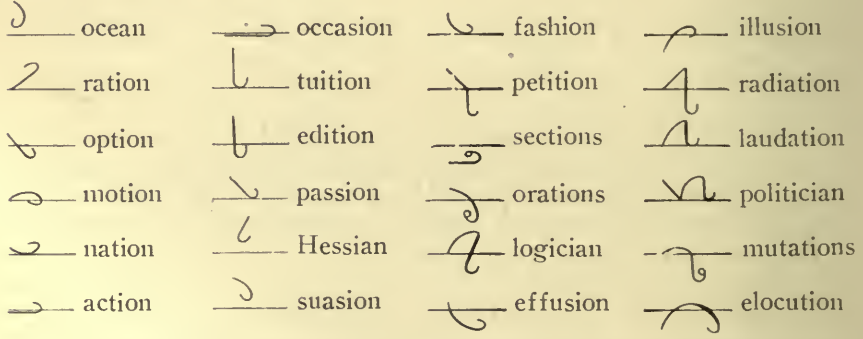


4. The sounds of *nsy, nces, nzez,* etc., final, following the sound of a straight stroke, may be expressed by closing the N hook into a C circle for *ncy, nsy,* and into a Ses circle for *nses, nces.*

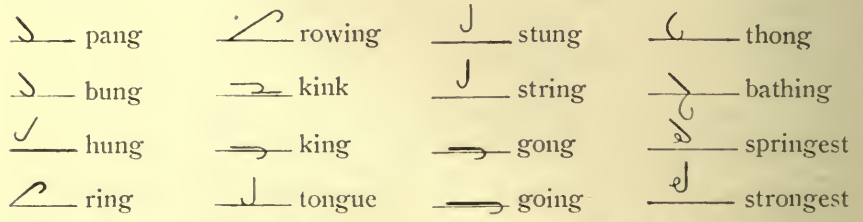


THE USES OF SHUN AND -NG HOOKS

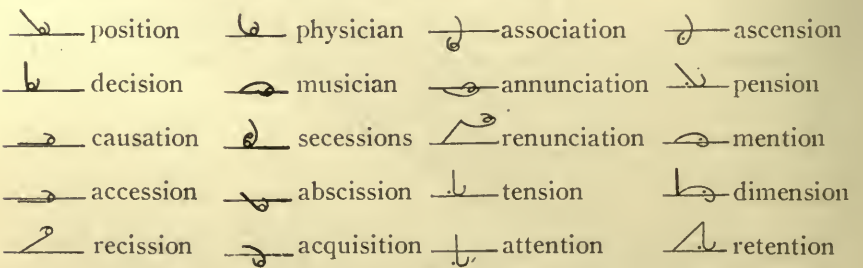
1. A large final hook on the right hand side of P, B, T, D, Ch, J, H, Wh, on the upper side of K, G, Ray and Ou, and on the concave side of curved strokes (except Th) expresses the syllables having the sound of *Shun* spelled *sion, sian, tion, cian, cean.* The S and C circles may be written within the *Shun* hook.



2. A large N hook on any straight stroke, and on Th strokes, expresses *ng.*

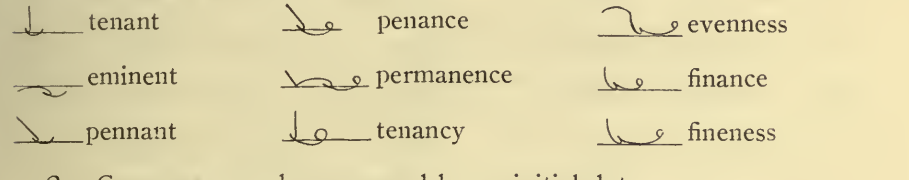


3. The ending *seeshun,* spelled *sition, cission, cision, sician,* etc., is expressed by S circle and *Shun* hook; *sheation,* spelled *tiation, ciation,* is expressed by S circle, continued across the stroke, and joined to *Shun* hook; *-nshun* (spelled *nsion, ntion, ntian*) is expressed by a dot and *Shun* hook—the dot to be written in N hook position.

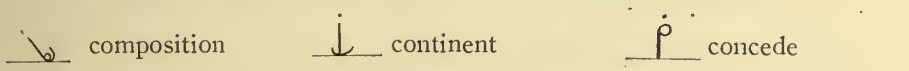


MISCELLANEOUS PRINCIPLES

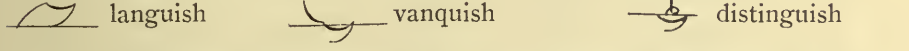
1. *-n-n*, as in *tenancy, penance, finance*, etc., is expressed by N hook and N stroke; but the N stroke must be lengthened where a vowel sound follows it, as in *fineness, meanness,* etc.



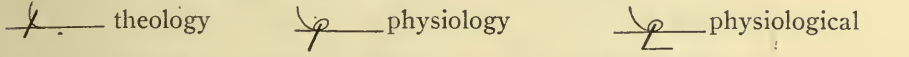
2. *Con, com*, may be expressed by an initial dot.



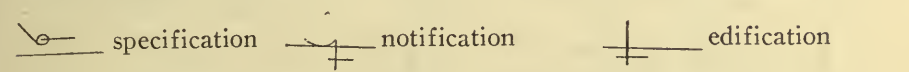
3. *-nguish, -nquish*, may be expressed by *-ng-sh*, joined or disjoined.



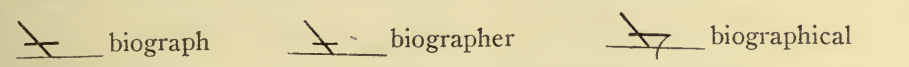
4. *Ology*, may be expressed by J stroke written through the preceding part of the word; *ological-ly* by the J-K strokes joined, and so written.



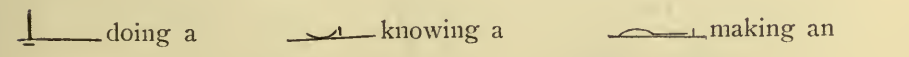
5. *Fication*, may be expressed by the K stroke written through the preceding part of a word.



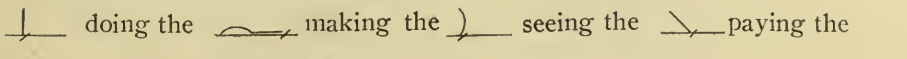
6. *Graph*, may be expressed by the G stroke written through the preceding part of a word.



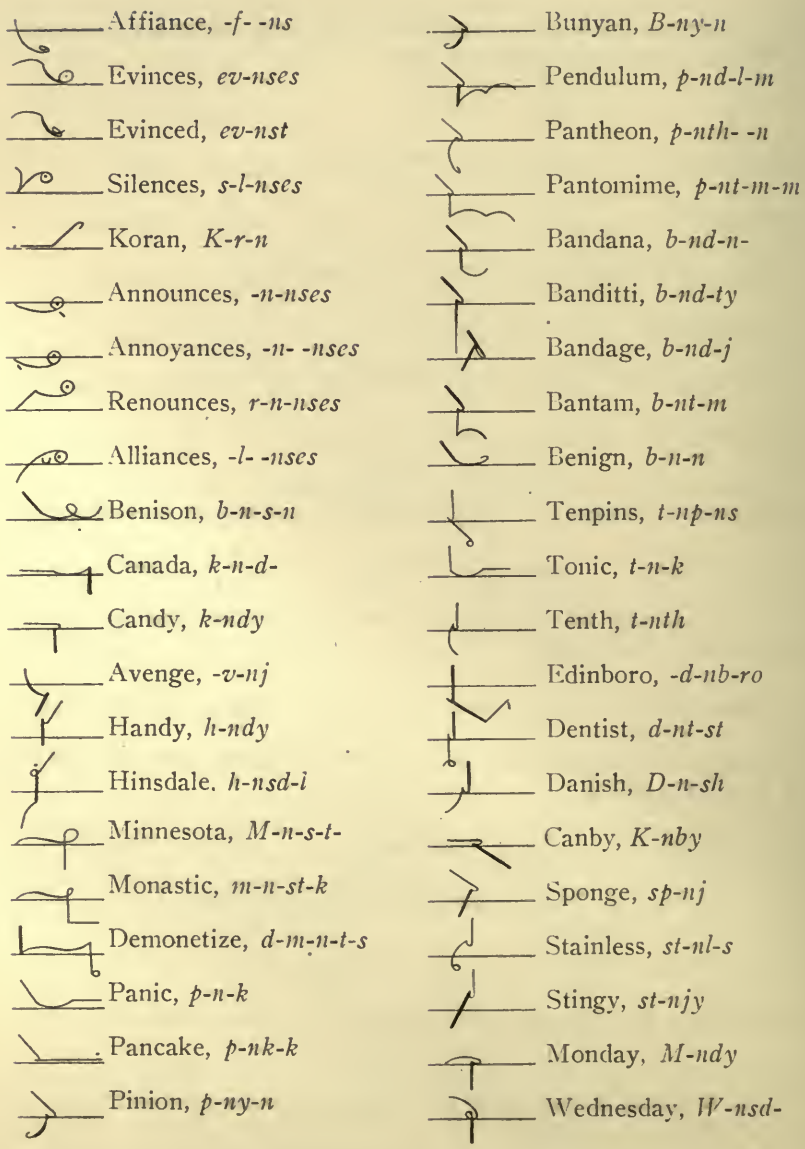
7. *Ing a-an*, may be expressed by a disjoined short T or K stroke written in place of *ing* dot.



8. *Ing the*, may be expressed by a disjoined short Ray or Cha stroke written in place of *ing* dot.



USES OF N STROKE AND N HOOK



USES OF N STROKE AND N HOOK

Mendacious, *m-nd-sh-s*

Mendacity, *m-nd-s-ty*

Whine, *wh-n*

Whinny, *wh-ny*

Mendicant, *m-nd-k-nt*

Spontaneous, *sp-nt-n- -s*

Gainsay, *g-ns-*

Rainbow, *r-nbo*

Runaway, *r-n-wa*

Reindeer, *r-nd-r*

Vanishes, *v-n-sh-s*

Lonely, *l-nly*

Arranges, *-r-nj-s*

Mantilla, *m-nt-l-*

Potency, *p-t-nsy*

Evenness, *ev-nn-s*

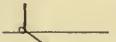
Fineness, *f-nn-s*

Finance, *f-n-ns*

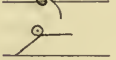
Hancock, *H-nk-k*

Titanic, *t-t-n-k*

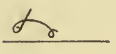
Spencer, *Sp-ns-r*

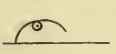

Dispenser, *d-sp-ns-r*

Bouncer, *b-ns-r*


Ransack, *r-ns-k*

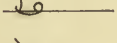
Rancid, *r-ns-d*

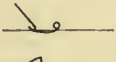

Handsomest, *hans-m-st*

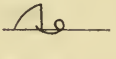

Lonesome, *l-ns-m*

Density, *d-ns-ty*

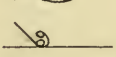
Tenancy, *t-n-nsy*

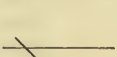

Penance, *p-n-ns*

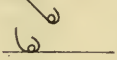

Lieutenancy, *l-t-n-nsy*


Amanuenses, *-m-n- -ns-s*

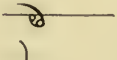
Positions, *p-s-shuns*

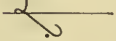

Opposition, *-p-s-shun*

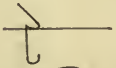

Physician, *f-s-shun*

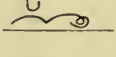

Acquisitions, *-qu-s-shuns*

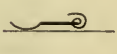
Suspension, *s-sp-nshun*


Punctuation, *p-ngt- -shun*


Emaciation, *em-s- -shun*


Negotiation, *n-g-s- -shun*


Association, *-s-s- -shun*


Denunciation, *d-n-ns- -shun*

WRITING EXERCISE

pan, *p-n*
tan, *t-n*
can, *k-n*
fan, *f-n*
than, *th-n*
span, *sp-n*
pen, *p-n*
ten, *t-n*
ken, *k-n*
hen, *h-n*
been, *b-n*
din, *d-n*
fin, *f-n*
win, *w-n*
spin, *sp-n*
John, *J-n*
pun, *p-n*
gun, *g-n*
fun, *f-n*
won, *w-n*
pawn, *p-n*
fawn, *f-n*
spawn, *sp-n*
ban, *b-n*
Dan, *D-n*

ran, *r-n*
van, *v-n*
man, *m-n*
scan, *sk-n*
Ben, *B-n*
den, *d-n*
wren, *r-n*
pin, *p-n*
tin, *t-n*
chin, *ch-n*
thin, *th-n*
shin, *sh-n*
skin, *sk-n*
gone, *g-n*
done, *d-n*
run, *r-n*
none, *n-n*
spun, *sp-n*
dawn, *d-n*
lawn, *l-n*
down, *d-n*
coon, *k-n*
spoon, *sp-n*
Dane, *D-n*
Jane, *J-n*
gain, *g-n*
rain, *r-n*
vain, *v-n*

wane, *w-n*
Spain, *Sp-n*
stain, *st-n*
skein, *sk-n*
swain, *sw-n*
dean, *d-n*
lean, *l-n*
mean, *m-n*
dine, *d-n*
Rhine, *R-n*
spine, *sp-n*
swine, *sw-n*
vine, *v-n*
wine, *w-n*
nine, *n-n*
tone, *t-n*
hone, *h-n*
boon, *b-n*
moon, *m-n*
pain, *p-n*
chain, *ch-n*
again, *-g-n*
fane, *f-n*
lain, *l-n*
main, *m-n*

sprain, *spr-n*
strain, *str-n*
slain, *sl-n*
bean, *b-n*
keen, *k-n*
wean, *w-n*
pine, *p-n*
kine, *k-n*
whine, *wh-n*
stein, *st-n*
fine, *f-n*
thine, *th-n*
mine, *m-n*
cone, *k-n*
moan, *m-n*
known, *n-n*
tune, *t-n*
June, *J-n*
pans, *p-ns*
bans, *b-ns*
lance, *l-ns*
manse, *m-ns*
scans, *sk-ns*
thins, *th-ns*
wince, *w-ns*
skins, *sk-ns*
duns, *d-ns*
runs, *r-ns*

pains, *p-ns*
chains, *ch-ns*
rains, *r-ns*
veins, *v-ns*
wanes, *w-ns*
beans, *b-ns*
tans, *t-ns*
Dan's, *D-ns*
chance, *ch-ns*
cans, *k-ns*
fans, *f-ns*
vans, *v-ns*
spans, *sp-ns*
pens, *p-ns*
dens, *d-ns*
whence, *wh-ns*
thence, *th-ns*
bins, *b-ns*
dins, *d-ns*
fins, *f-ns*
mince, *m-ns*
spins, *sp-ns*
puns, *p-ns*
dunce, *d-ns*
guns, *g-ns*

Danes, *D-ns*
gains, *g-ns*
fanes, *f-ns*
lanes, *l-ns*
mains, *m-ns*
leans, *l-ns*
dines, *d-ns*
vines, *v-ns*
wines, *w-ns*
bones, *b-ns*
moans, *m-ns*
moons, *m-ns*
spawns, *sp-ns*
tensed, *t-nsd*
chanced, *ch-nsd*
tens, *t-ns*
hens, *h-ns*
fence, *f-ns*
pins, *p-ns*
tins, *t-ns*
chins, *ch-ns*
against, *-g-nst*
winced, *w-nsd*
lanced, *l-nsd*
tanned, *t-nd*
cant, *k-nt*
means, *m-ns*
weans, *w-ns*

fanned, *f-nd*
manned, *m-nd*
bent, *b-nt*
tend, *t-nd*
Kent, *K-nt*
rend, *r-nd*
lent, *l-nt*
fend, *f-nd*
went, *w-nt*
queens, *qu-ns*
pines, *p-ns*
fines, *f-ns*
lines, *l-ns*
mines, *m-ns*
cones, *k-ns*
tunes, *t-ns*
spoons, *sp-ns*
dawns, *d-ns*
danced, *d-nsd*
canst, *k-nst*
rinsed, *r-nsd*
fenced, *f-nsd*
pant, *p-nt*
chant, *ch-nt*
rant, *r-nt*

land, *l-nd*
pent, *p-nt*
tent, *t-nt*
dent, *d-nt*
rent, *r-nt*
spent, *sp-nt*
lend, *l-nd*
vend, *v-nd*
band, *b-nd*
wend, *w-nd*
wind, *w-nd*
pond, *p-nd*
donned, *d-nd*
wont, *w-nt*
hunt, *h-nt*
runt, *r-nt*
chained, *ch-nd*
meant, *m-nt*
tint, *t-nt*
chinned, *ch-nd*
thinned, *th-nd*
rained, *r-nd*
sprained, *spr-nd*
waned, *w-nd*
fiend, *f-nd*
weaned, *w-nd*
bind, *b-nd*
kind, *k-nd*

WRITING EXERCISE CONTINUED

hind, *h-nd*
fined, *f-nd*
wind, *w-nd*
toned, *t-nd*
loaned, *l-nd*
tuned, *t-nd*
mend, *m-nd*
pinned, *p-nd*
dint, *d-nt*
hint, *h-nt*
lint, *l-nt*
mint, *m-nt*
bond, *b-nd*
fond, *f-nd*
punt, *p-nt*
dunned, *d-nd*

gowned, *g-nd*
mound, *m-nd*
sound, *s-nd*
pants, *p-nts*
chants, *ch-nts*
hunts, *h-nts*
mends, *m-nds*
accounts, *-k-nts*
panted, *p-nt-d*
chanted, *ch-nt-d*
landed, *l-nd-d*
dented, *d-nt-d*
mended, *m-nd-d*
tinted, *t-nt-d*
rounded, *r-nd-d*
wanted, *w-nt-d*

amounts, *-m-nts*
banded, *b-nd-d*
rented, *r-nt-d*
tended, *t-nd-d*
vended, *v-nd-d*
wended, *w-nd-d*
bounded, *b-nd-d*
sounded, *s-nd-d*
founded, *f-nd-d*
stunted, *st-nt-d*
pansy, *p-nsy*
tansy, *t-nsy*
dances, *d-ns-s*
Kansas, *K-ns-s*
fancy, *f-nsy*
mind, *m-nd*

petition, *p-t-shun*
repetition, *r-p-t-shun*
mediation, *m-d--shun*
reduction. *r-d-kshun*
negations, *n-g-shuns*
fashion, *f-shun*
refashion, *r-f-shun*
vision, *v-shun*
ding, *d-ng*
ring, *r-ng*
revision, *r-v-shun*
lotion, *l-shun*
illusions, *-l-shuns*
motions, *m-shuns*
demolish, *d-m-l-sh*
donation, *d-n-shun*

shunt, *sh-nt*
gained, *g-nd*
strained, *str-nd*
feigned, *f-nd*
quaint, *qu-nt*
leaned, *l-nd*
pinned, *p-nd*
dined, *d-nd*
rind, *r-nd*
whined, *wh-nd*
lined, *l-nd*
honed, *h-nd*
moaned, *m-nd*
fawned, *f-nd*
spooned, *sp-nd*
downed, *d-nd*

haunted, *h-nt-d*
slanted, *sl-nt-d*
pounces, *p-ns-s*
tenses, *t-ns-s*
chances, *ch-ns-s*
rinses, *r-ns-s*
fences, *f-ns-s*
bound, *b-nd*
hound, *h-nd*
found, *f-nd*
wound, *w-nd*
fount, *f-nt*
tends, *t-nds*
rents, *r-nts*
finds, *f-nds*
wends, *w-nds*

offenses, *-f-ns-s*
lances, *l-ns-s*
laces, *l-s-s*
mosses, *m-s-s*
manses, *m-ns-s*
winces, *w-ns-s*
passions, *p-shuns*
tuition, *t--shun*
option, *-pshun*
edition. *-d-shun*
actions, *-kshuns*
caution, *k-shun*
occasions, *-k-shuns*
rations, *r-shuns*
Hessians, *H-shuns*
mutation, *m-t-shun*

ruination, *r--n-shun*
equation, *equ-shun*
oration, *-r-shun*
rejection, *r-j-kshun*
station, *st-shun*
suasion, *sw-shun*
position, *p-s-shun*
abscission, *-bs-shun*
recission, *r-s-shun*
causation, *k-s-shun*
musicians, *m-s-shuns*
pangs, *p-ngs*
bangs, *b-ngs*
dong, *d-ng*
hang, *h-ng*
fang, *f-ng*

THE ONE THOUSAND MOST FREQUENTLY USED WORDS

Third Installment.

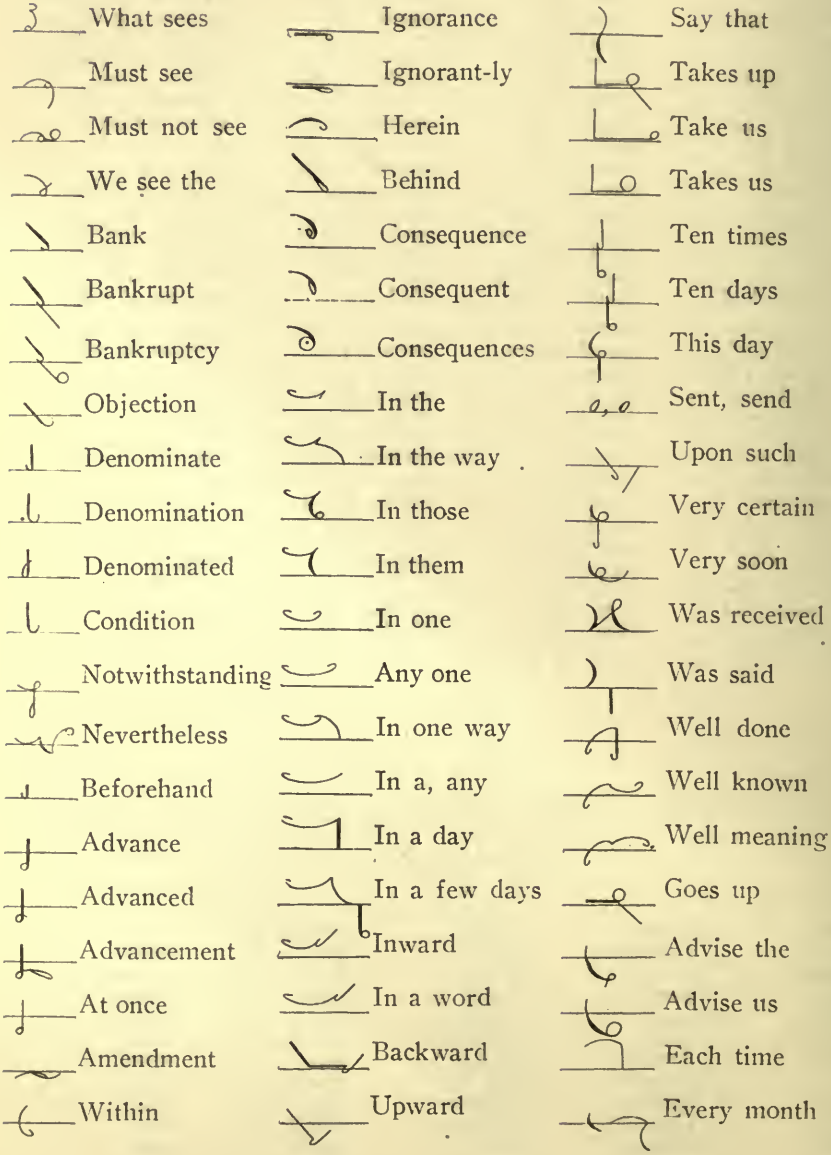
whole
whose
witness
wreck
account
addition
against
alone
amount
Monday
second
around

arrange
arrangement
attention
band
century
decision
diamond
disappoint
discussion
distinguish
election
event

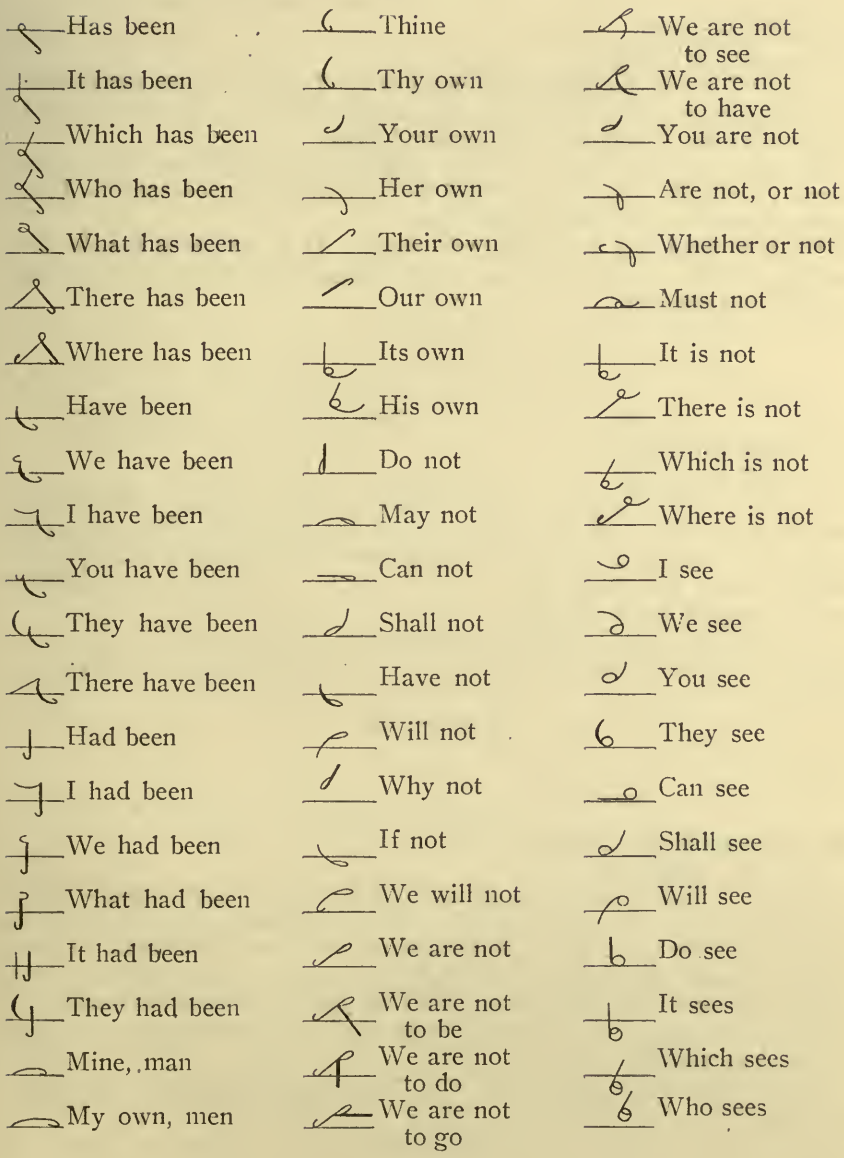
evidence
fine
finish
found
happen
human
land
man
machine
mountain
men
motion

nationalism
nine
noon
obtain
our
outside
own
point
position
pound
region
round

section
session
sincerity
sudden
summon
spent
spring
station
stone
tenth
upon
want


What sees
Must see
Must not see
We see the
Bank
Bankrupt
Bankruptcy
Objection
Denominate
Denomination
Denominated
Condition
Notwithstanding
Nevertheless
Beforehand
Advance
Advanced
Advancement
At once
Amendment
Within
Ignorance
Ignorant-ly
Herein
Behind
Consequence
Consequent
Consequences
In the
In the way
In those
In them
In one
Any one
In one way
In a, any
In a day
In a few days
Inward
In a word
Backward
Upward
Say that
Takes up
Take us
Takes us
Ten times
Ten days
This day
Sent, send
Upon such
Very certain
Very soon
Was received
Was said
Well done
Well known
Well meaning
Goes up
Advise the
Advise us
Each time
Every month

COMMON PHRASE AND SENTENCE WRITING



LETTER WRITING EXERCISE

Lawrence, Kansas, June 25, 1917.

Mr. John Mackeen,
Saginaw, Michigan.

Dear Sir: I-have-your letter asking us to send you a car of salt at-once. Just now there-is-a lack of cars, so we must ask you to wait-a week or ten-days, as we cannot make shipment before.

We-are sorry on account of-this-delay and hope it-will-not affect your business seriously, but you-will-find that at-this-time no wholesale house is able to secure cars within that-time.

We-will send this salt to Dane's station, as we-are told that-is your shipping point. If you advance us the money, we-will give you a discount of ten per-cent.

Yours-truly,

Pontiac, Illinois, June 28, 1917.

Mr. Benjamin Spencer,
New Orleans, La.

Dear Sir: We-have-your letter asking for farm lands. We-have-an especially fine farm about two miles east of town. It-is just what-you-want; has-a fine location, a modern residence, and-the barn is very-large. This-is one of the finest farms in-the county, and I-know you-will-be-satisfied with-a home like this.

We-will-see you to-morrow afternoon, and-take you out there to-see-this farm, and-then you-can decide for yourself whether or-not you like it.

Yours-truly,

Mankato, Minnesota, August 11, 1917.

The Fenshaw Land Company,
Bemidji, Minnesota.

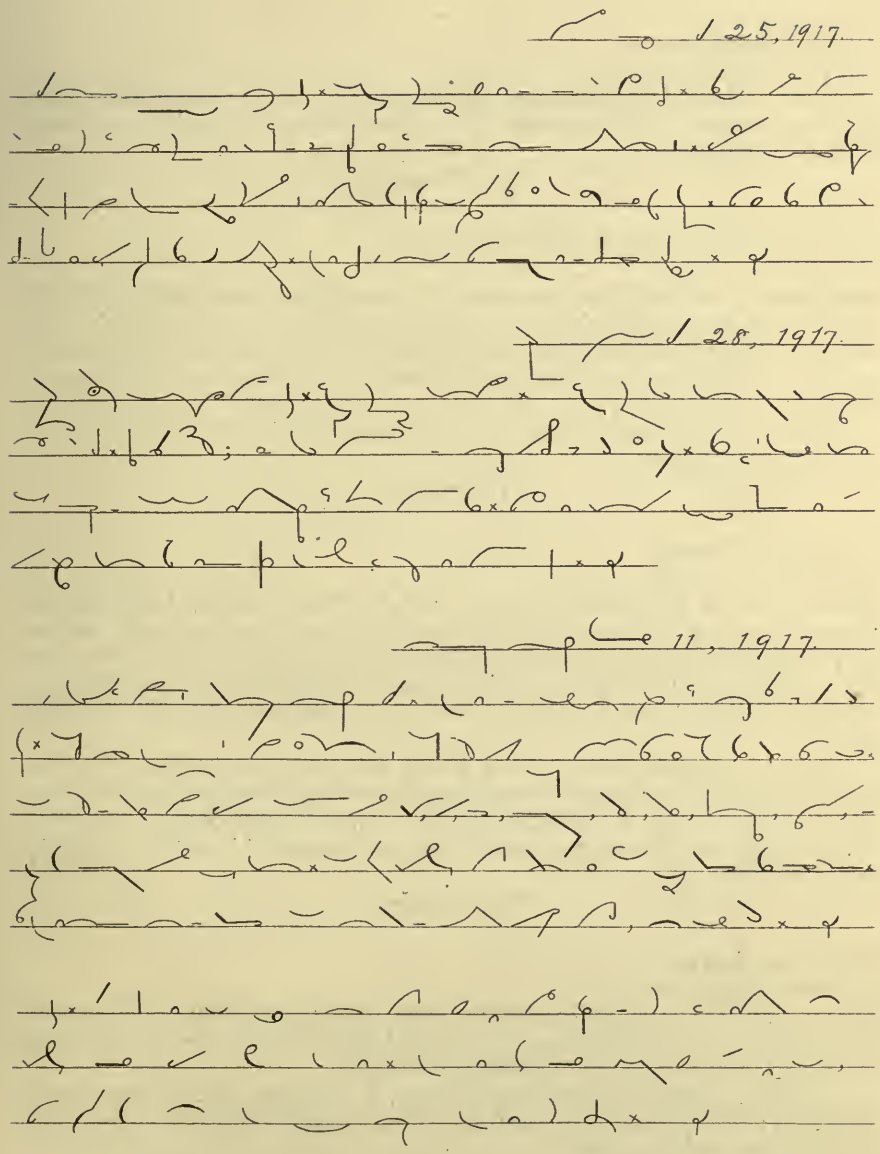
Gentlemen: Have you a nice farm for sale with-a modern house and a large barn on-it? I-do-not mind if some of the land is swampy, but I-do want rich, sandy loam soil, as I-think that-is-the best soil known. I want a piece of land where I-can raise barley, rye, corn, cabbage, beans, peas, tomatoes, celery, and everything-else that can-be raised on-a farm.

I hope to receive a letter by return mail, as I-am anxious to begin this kind of work.

If you make me a bargain, I may buy a sheep ranch later on, may be next spring.

Yours-truly,

LETTER WRITING EXERCISE.



LETTER WRITING EXERCISE.

John A. Bohn, Esq.,
Austin, Texas.
Dear Sir: I should like to open up a check account in your bank. How large an amount is-it necessary for me to keep on deposit to open up such-an account?

Yours-truly,

Messrs. Jones & Simons Paint Company,
Eugene, Oregon.
Dear Sirs: Ten-days-ago, I asked you to send me seven gallons-of yellow paint for my house in town, on-the condition that-the paint be sent at-once. I told you also that I wanted ten gallons of gasoline, and to send that out to my farm, but my tenant says he has seen nothing of-it yet.

Kindly take-the matter up with-your men, and give me an answer just as-soon-as you-can.

Very-truly,

Mr. N. G. Winters,
Valentine, Maine.
Dear Sir: As we-have-the agency for-the Payne lands, John Ringley has written us that in-a-few-days he and his family wish to-take possession of-the old residence now used by Henry Payne, Jr.; but I fear that John Ringley will be bitterly disappointed, as-the Payne family is-not ready to-leave-the city for-a week or two,—when they will sail for England.

John Ringley has sent us bank bonds amounting to $10,000. He-is-a man of eminence, striking in appearance, and-is well advanced in years. His youngest son is-a second lieutenant in-the English army. Will you wire him about this matter so-that he-can arrange his affairs satisfactorily at-once?

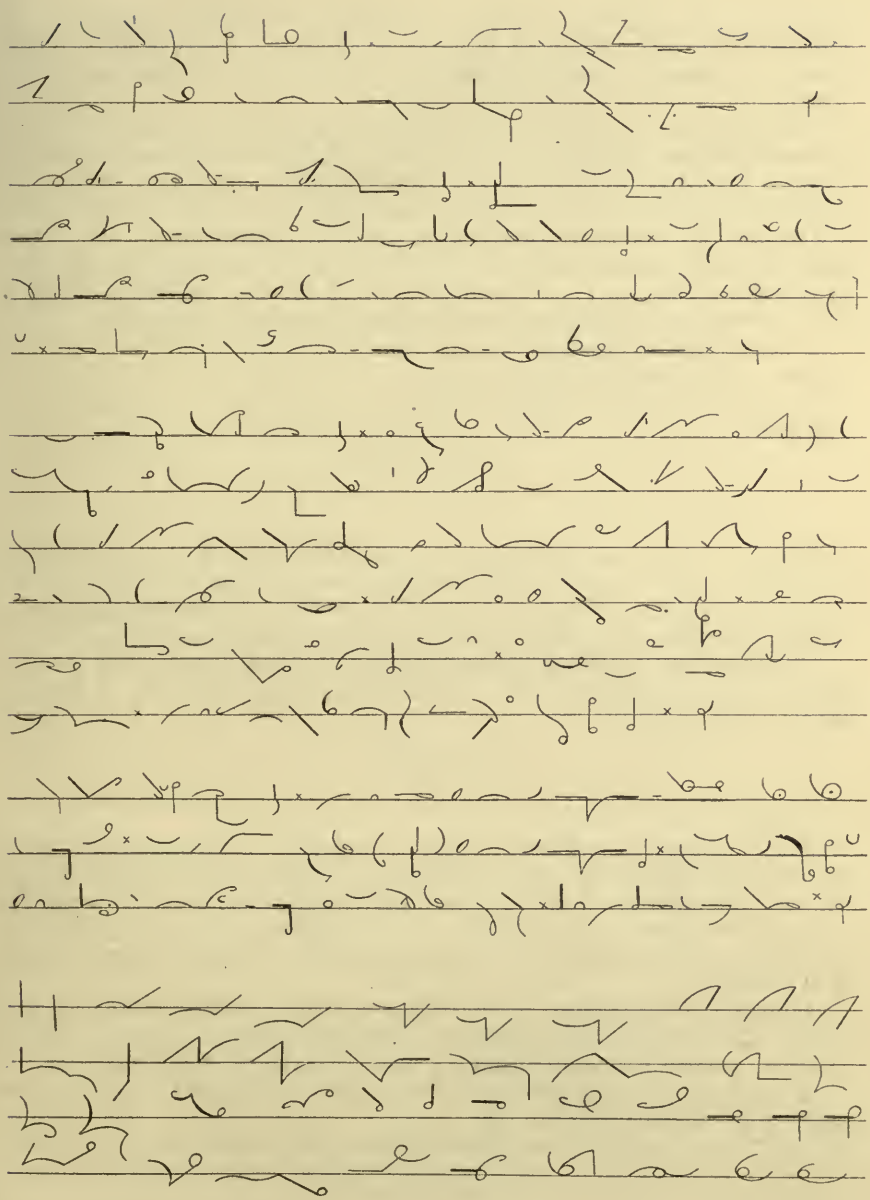
Yours-truly,

Mr. Peter Barron,
Pine City, Montana.
Dear Sir: Will you kindly send me your catalogue and specifications of fancy fences for garden use? I should like to-have-the fence within ten-days, so send me your catalogue at-once.

If I find your quotations satisfactory, I-will send you dimensions of my lawn and garden, as I want-the fence around both. Do you allow discount for cash payment?

Yours-truly,

LETTER WRITING EXERCISE.



LETTER WRITING EXERCISE.

Dear Sir: If I find time, I-shall attend-the Physicians' Alumni to be given in-the Canby Hall next Wednesday evening. There will-be physicians representing every denomination, and I-wish you-would attend this reception.

I am particularly well acquainted with-a well-known physician whose advancement has-been due largely to-his kindness and many other fine qualities which he possesses. Notwithstanding the fact that at-first he-was behind in-a-few of-his studies, he finished his course at-the university within-the length of time required by-the average student. He found that his success depended upon himself alone; so he went to work with all of-his hidden powers to qualify himself for-the highest position in life. Consequently, he found success awaiting him everywhere.

I mention these things to you because I-know what-has-been said to you before about this man.

If you-are going to the City Hall soon, I would like to-go down there with-you.

Yours-truly,

Dear Sir: I-wish you-would-go and hear Miss Irene Jones speak at-the Meredith Hall next week, (may be Wednesday) at-the noon hour. She-is going to speak on "Necessary Qualifications of a Stenographer," notwithstanding the fact that she-is-not-a good stenographer herself.

She-has-been teaching stenography for thirty years, and-is well-known in-the business world. You-should go and hear her if you-can find-the time to-do-so.

Yours-truly,

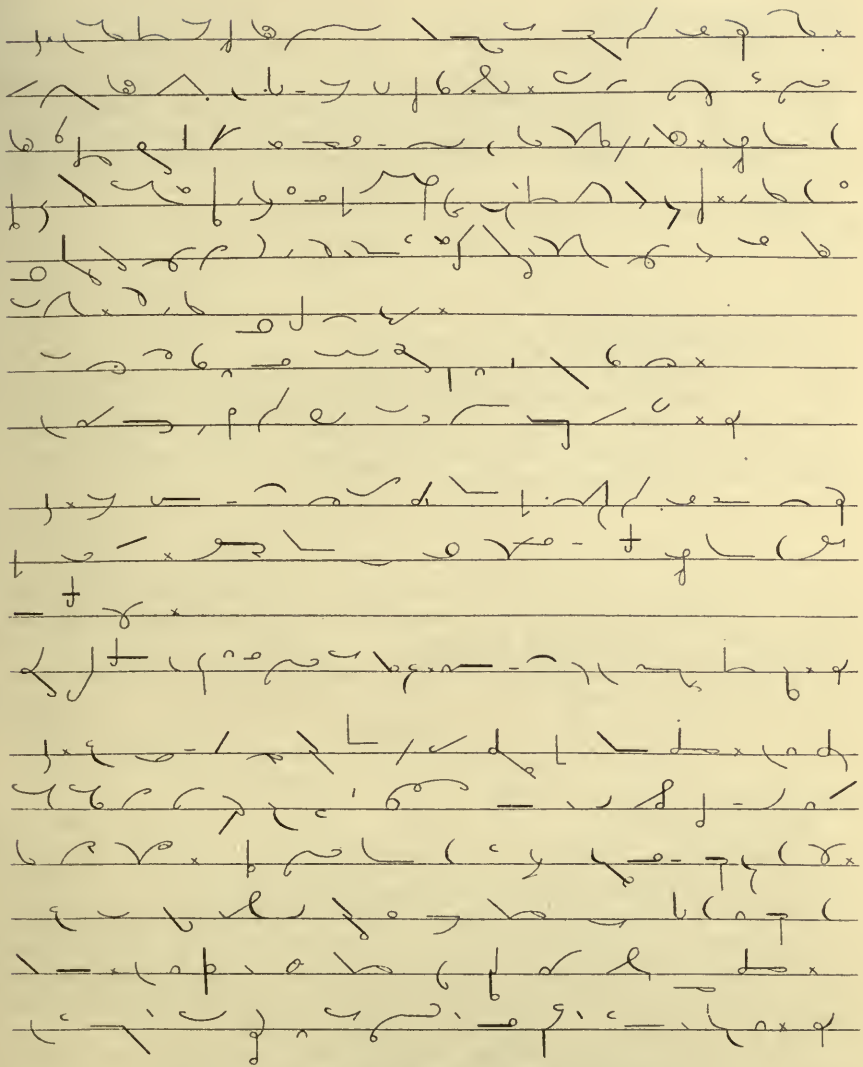
Dear Sir: We-have on hand a large amount of bankrupt stock, which we are disposing of at a big discount. If you desire anything in-this line we-will arrange to-have one of the salesmen go to-your residence at-once, and show you our fine line-of woolens. It-is-a well-known fact that we furnish the very best goods, and guarantee every-thing that we sell.

We-have no objection to-receiving your bank bonds as cash payment, on-the condition that you guarantee them to be good. If you decide to send us a payment within ten-days, you-will receive-a second discount.

If we can-be of any assistance to you in-the selection of goods, we-shall-do all we-can to favor you.

Yours truly,

LETTER WRITING EXERCISE



LETTER WRITING EXERCISES.

Dear Sir:—We hold some notes of yours due last week. Kindly advise us at what time you will pay the same,

Truly yours,

LETTER WRITING EXERCISE

Miss Loraine Benton,
Oakfield, Wisconsin.
Dear Miss Benton: In answer to your letter of-the 10th inst., I would advise you to attend-the university if you-have-a chance to-do-so. If your parents are willing to pay your expenses, by all means go.

I-am well acquainted with Henry Spencer who will-be one of your teachers.

I-shall look for-your answer next Wednesday.

Yours truly,

Mr. Burton Allen,
Salisbury, Maryland.
Dear Sir: I-think I-shall leave for Kansas next Monday at noon. Our company has-an option on several sections of land down there, and -is sending me to hunt up buyers, so I-shall-have to cancel-the engagement I-have in Pine County for next Wednesday. Henry Jones, who-is-a physician, is going along with me.

Very truly,

Gentlemen: We-beg to acknowledge your letter of the 9th instant, asking us to send you seven cars of especially strong pine poles to be used for telephone and telegraph purposes.

Shall we send these poles via Canton, or how-do you wish them sent? Kindly advise us at-once.

Yours-truly,

Miss Pauline Evans,
Ogden, Utah.
Dear Miss Evans: I-have-been told that you-have finished a course in stenography, and-that you wish to-take-a position at-once.

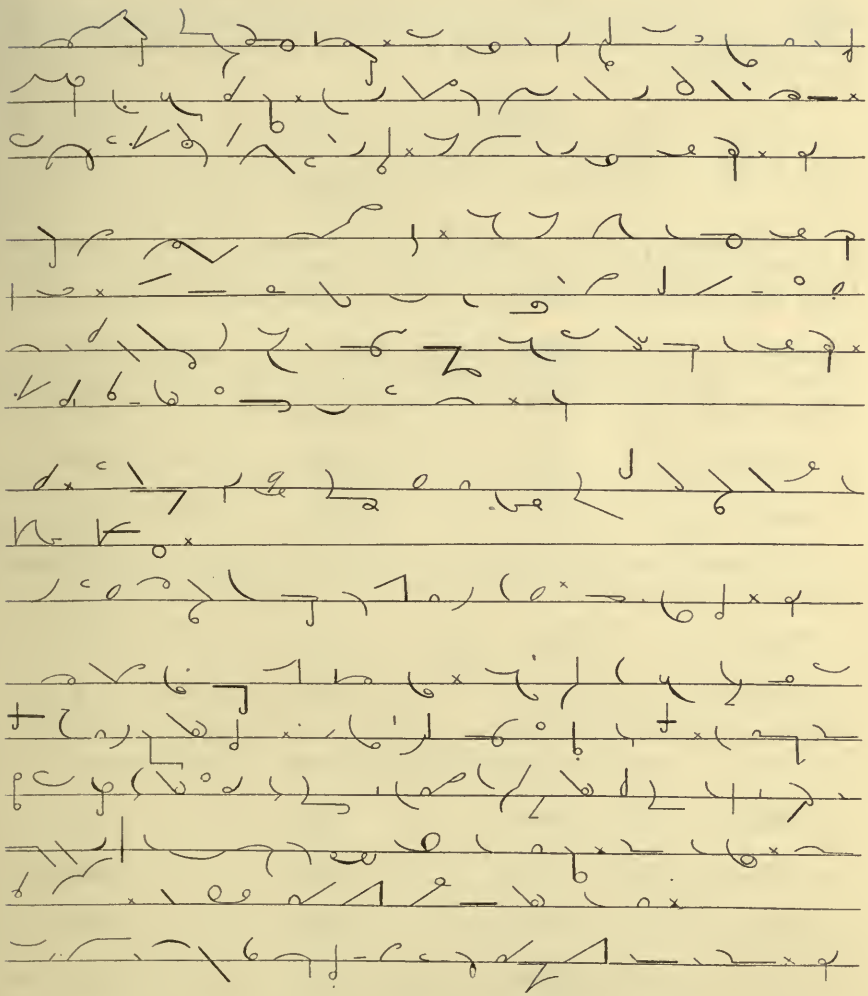
The office of-the Danish consul is advertising for-a stenographer. If you-can-do-the work satisfactorily, I-am very certain that-the position is yours for-the asking; but, if you-are-not able to hold such-a position, do-not ask for it but arrange to keep up your study for another month, or as-long-as-it-is necessary for you to-do-so.

Work for efficiency. Make haste slowly. Remember, as-soon-as you-are ready, there-is-a good position for you.

I should like to hear about this matter at-once, and learn whether or-not you-are actually ready to-go to work.

Yours-truly,

LETTER WRITING EXERCISE.

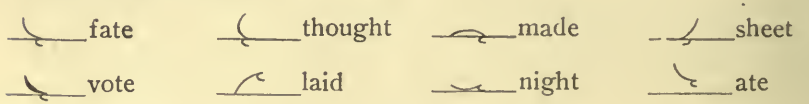


Dear Sir:—Will you be able to pay us as much as $450 dollars on your account, which is long past due, by the first of next month? Kindly answer this letter by return mail.

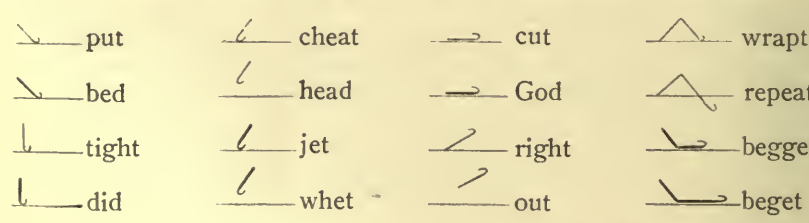
Very truly,

USES OF THE T, D HOOK

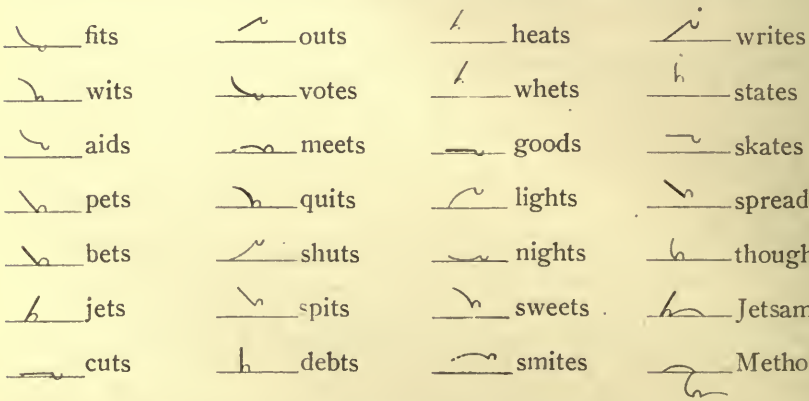
1. The sound of T or D, final, preceded by a curved stroke, is expressed by a small semi-circle opening to the right, or to the left, and joined angularly. The semi-circle that forms the best joining with the stroke should be used.



2. The sound of T or D, preceded by a straight stroke, is expressed by a small final hook written on the right hand side of P, B, T, D, Ch, J, H, Wh; and on the upper side of K, G, Ray and Ou strokes.



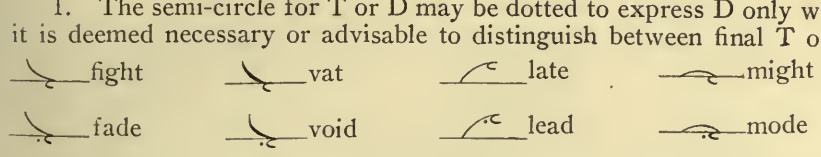
3. A small semi-circle, opening upward or downward, and joined finally to any stroke at an angle, expresses the sound of *ts* or *dz*.



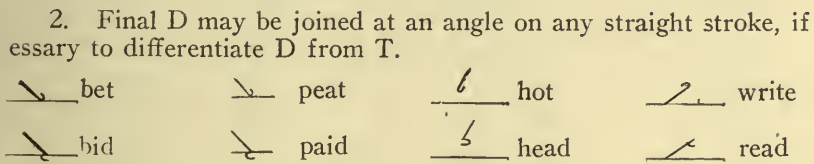
4. Final *sts* may be expressed by the S circle and the *ts* semi-circle.

USES OF THE T-D HOOK AND T AND D STROKES

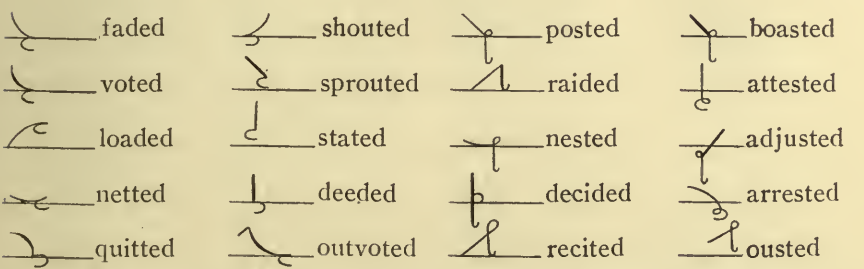
1. The semi-circle for T or D may be dotted to express D only where it is deemed necessary or advisable to distinguish between final T or D.



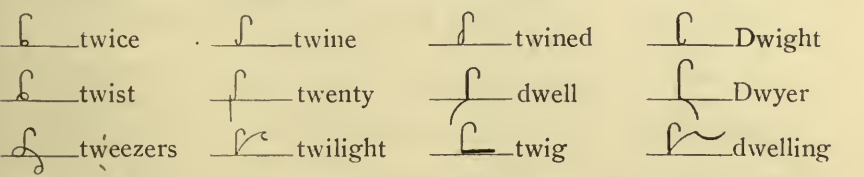
2. Final D may be joined at an angle on any straight stroke, if necessary to differentiate D from T.



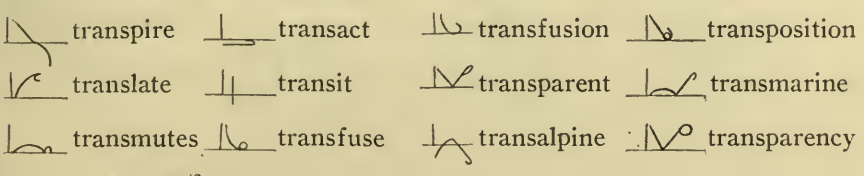
3. A large final semi-circle opening to the right or left, and joined angularly to any stroke, expresses the final syllables *tet, ted, det, ded.* Where greater exactitude is desired, the strokes *t-d, d-d,* may be used.



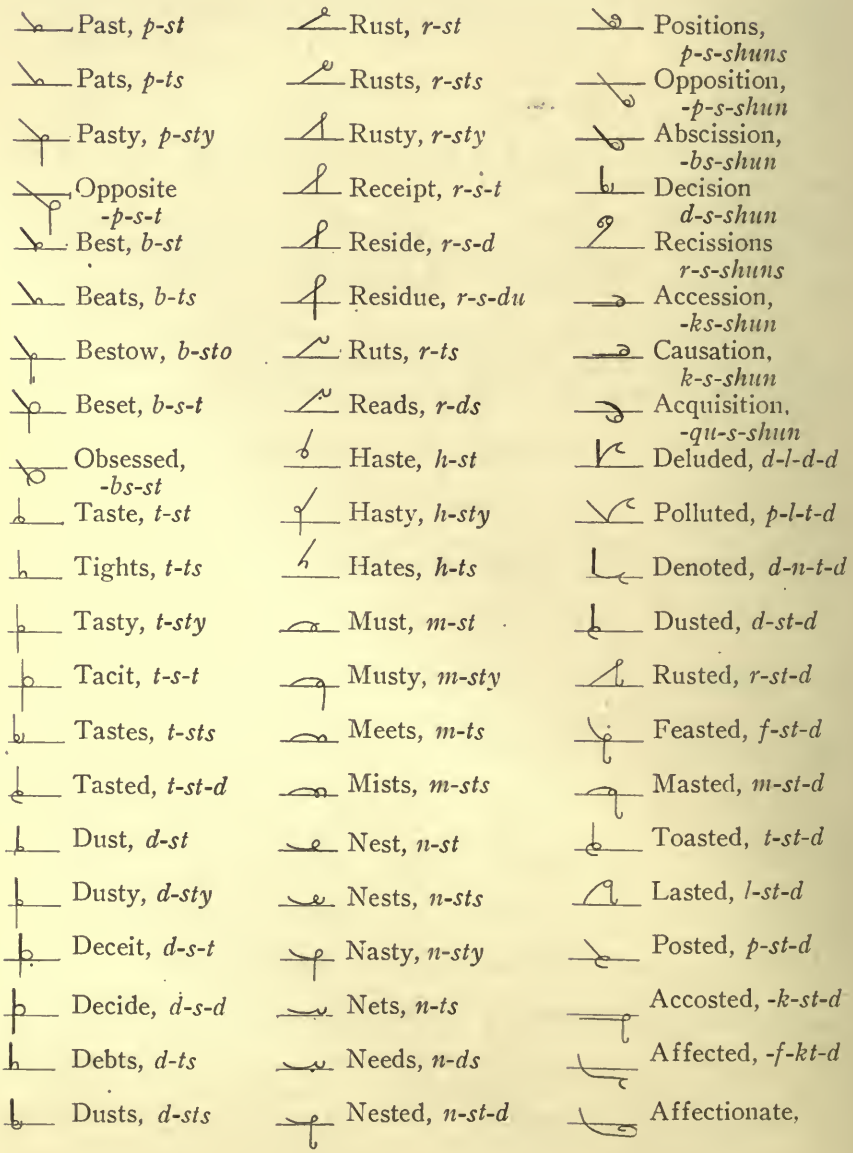
4. The T and D strokes, modified by a wide initial hook on the right hand side, expresses Tw- and Dw- respectively.



5. T stroke initial, disjoined, expresses the prefix *Trans.*



ILLUSTRATIONS OF ABOVE PRINCIPLES



WRITING EXERCISE

pate, *p-t*
date, *d-t*
gate, *g-t*
hate, *h-t*
jade, *j-d*
fade, *f-d*
late, *l-t*
made, *m-d*
shade, *sh-d*
state, *st-t*
skate, *sk-t*
beat, *b-t*
hear, *h-r*
bead, *b-d*
keyed, *k-d*
heed, *h-d*
meet, *m-t*
feed, *f-d*
mead, *m-d*

need, *n-d*
kite, *k-t*
right, *r-t*
bide, *b-d*
died, *d-d*
guide, *g-d*
ride, *r-d*
hide, *h-d*
fight, *f-t*
light, *l-t*
might, *m-t*
vied, *v-d*
lied, *l-d*
boat, *b-t*
tote, *t-t*
dote, *d-t*
coat, *k-t*
goat, *g-t*
wrote, *r-t*

Maud, *m-d*
bowed, *b-d*
cowed, *k-d*
loud, *l-d*
spout, *sp-t*
toyed, *t-d*
Loyd, *l-d*
pat, *p-t*
bat, *b-t*
chat, *ch-t*
gad, *g-d*
cat, *k-t*
scout, *sk-t*
hat, *h-t*
rat, *r-t*
spat, *sp-t*
sprat, *spr-t*
scat, *sk-t*
slat, *sl-t*

slit, *sl-t*
fit, *f-t*
lit, *l-t*
bid, *b-d*
did, *d-d*
kid, *k-d*
rid, *r-d*
pot, *p-t*
bought, *b-t*
tot, *t-t*
dot, *d-t*
rot, *r-t*
spot, *sp-t*
jot, *j-t*
slot, *sl-t*
fought, *f-t*
thought, *th-t*
pod, *p-d*
rod, *r-d*

bite, *b-t*
tight, *t-t*
white, *wh-t*
tide, *t-d*
chide, *ch-d*
bait, *b-t*
Kate, *K-t*
rate, *r-t*
paid, *p-d*
raid, *r-d*
fate, *f-t*
laid, *l-d*
mate, *m-t*
spade, *sp-d*
straight, *str-t*
slate, *sl-t*
cheat, *ch-t*
wheat, *wh-t*
deed, *d-d*
read, *r-d*
feet, *f-t*
neat, *n-t*
lead, *l-d*

vote, *v-t*
moat, *m-t*
note, *n-t*
bode, *b-d*
toad, *t-d*
code, *k-d*
goad, *g-d*
rode, *r-d*
hoed, *h-d*
mowed, *m-d*
load, *l-d*
showed, *sh-d*
Butte, *B-t*
jute, *j-t*
cute, *k-t*
root, *r-t*
hoot, *h-t*
feud, *f-d*
viewed, *v-d*
mute, *m-t*
lute, *l-t*
dude, *d-d*
pawed, *p-d*

vat, *v-t*
lad, *l-d*
mat, *m-t*
mad, *m-d*
gnat, *n-t*
shad, *sh-d*
pad, *p-d*
bad, *b-d*
fad, *f-d*
pet, *p-t*
bet, *b-t*
debt, *d-t*
whet, *wh-t*
let, *l-t*
met, *m-t*
net, *n-t*
sweat, *sw-t*
pit, *p-t*
bit, *b-t*
writ, *r-t*
hit, *h-t*
whit, *wh-t*
skit, *sk-t*

nod, *n-d*
mud, *m-d*
scud, *sk-d*
pates, *p-ts*
gates, *g-ts*
spades, *sp-ds*
fates, *f-ts*
beats, *b-ts*
cheats, *ch-ts*
heeds, *h-ds*
speeds, *sp-ds*
feats, *f-ts*
weeds, *w-ds*
bites, *b-ts*
chides, *ch-ds*
acquit, *-qu-t*
abode, *-b-d*
sift, *s-ft*
street, *str-t*
summit, *s-m-t*
annoyed, *-n-d*
added, *-d-d*
avoid, *-v-d*

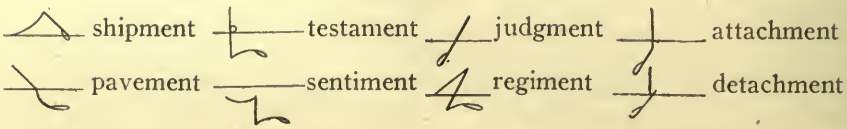
WRITING EXERCISE CONTINUED

guides, *g-ds*
slides, *sl-ds*
lights, *l-ts*
nights, *n-ts*
lots, *l-ts*
gods, *g-ds*
hods, *h-ds*
buds, *b-ds*
spuds, *sp-ds*
thuds, *th-ds*
baits, *b-ts*
jades, *j-ds*
hates, *h-ts*
skates, *sk-ts*
deeds, *d-ds*
reeds, *r-ds*
sleets, *sl-ts*
leads, *l-ds*
sheets, *sh-ts*
kites, *k-ts*
fights, *f-ts*
boats, *b-ts*
goads, *g-ds*
coats, *k-ts*
votes, *v-ts*
roots, *r-ts*
dudes, *d-ds*
scouts, *sk-ts*
bats, *b-ts*
rats, *r-ts*
spats, *sp-ts*
mats, *m-ts*
pets, *p-ts*
debts, *d-ts*
heads, *h-ds*
lets, *l-ts*
sweats, *sw-ts*
spits, *sp-ts*
fits, *f-ts*
pots, *p-ts*
dots, *d-ts*

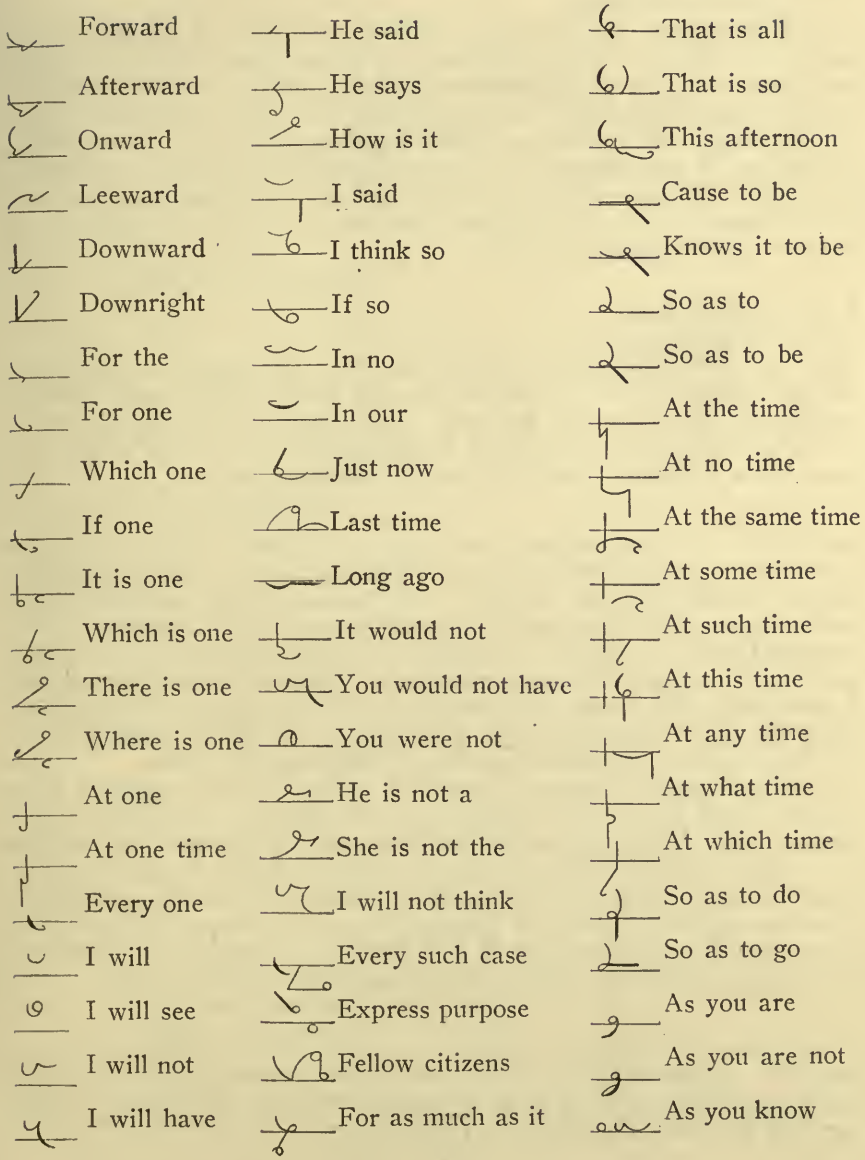
nods, *n-ds*
goats, *g-ts*
moats, *m-ts*
toads, *t-ds*
hoots, *h-ts*
lutes, *l-ts*
spouts, *sp-ts*
pats, *p-ts*
hats, *h-ts*
slats, *sl-ts*
vats, *v-ts*
gnats, *n-ts*
jets, *j-ts*
whets, *wh-ts*
nets, *n-ts*
hits, *h-ts*
slits, *sl-ts*
wits, *w-ts*
jots, *j-ts*
gods, *g-ds*
duds, *d-ds*
thuds, *th-ds*
apt, *-pt*
aft, *-ft*
act, *-kt*
ant, *-nt*
ebbed, *-bd*
etched, *-cht*
egged, *-gd*
oft, *-ft*
edged, *-jd*
patted, *p-ted*
batted, *b-ted*
chatted, *ch-ted*
fatted, *f-ted*
padded, *p-ded*
matted, *m-ted*
petted, *p-ted*
abetted, *-b-ted*
leaded, *l-ded*
sledded, *sl-ded*

pitted, *p-ted*
nodded, *n-ded*
budded, *b-ded*
baited, *b-ted*
dated, *d-ted*
rated, *r-ted*
hated, *h-ted*
faded, *f-ded*
mated, *m-ted*
waded, *w-ded*
shaded, *sh-ded*
spaded, *sp-ded*
beaded, *b-ded*
deeded, *d-ded*
needed, *n-ded*
guided, *g-ded*
lighted, *l-ted*
slighted, *sl-ted*
goaded, *g-ded*
loaded, *l-ded*
slated, *sl-ted*
skated, *sk-ted*
netted, *n-ted*
squatted, *squ-ted*
jaded, *j-ded*
jotted, *j-ted*
raided, *r-ded*
doubted, *d-ted*
Boyd, *B-d*
rides, *r-ds*
tights, *t-ts*
nuts, *n-ts*
buds, *b-ds*
whetted, *wh-ted*
guided, *g-ded*
voted, *v-ted*
dotted, *d-ted*
fitted- *f-ted*
stated, *st-ted*
heeded, *h-ded*
spotted, *sp-ted*

Ment, final, preceded by a consonant sound, in words of two or more strokes, may be expressed by *nt* loop.



PHRASE AND SENTENCE WRITING



LETTER WRITING EXERCISE

Miss Marietta Reed,
New Bedford, Mass.

Dear Miss Reed: We-have just opened up-a new store on Fourth Street and Second Avenue. We carry the finest stock of furs and winter coats in-the city. Our goods are of a better quality than you-can-find anywhere-else in-the city. We have-a carload lot of fine wash silks, also.

If, at-any-time, you-should need anything in our line, you-should-not hesitate to let-us-know and we may be able to furnish you with what-you want. Any goods will-be sent by mail to out of town purchasers.

We hope we can-be of some assistance to you, and should like to receive an answer at-an early-date.

Yours-truly, (128)

Albert Whitehouse,
Big Rapids, Mich.

Dear Sir: We-have-your letter of the 15th inst. stating that-the deed on-your house and lot in New London is lost. We-are very sorry if such-is-the case. On-the 2nd day of August we sent you-the deed, and hope that you-have received it by-this-time. Write-us to-day and let-us-know whether or-not the deed has reached you.

Yours-truly, (76)

Dear Sir: We-have written you again-and-again; in fact, every-day of the week for-the last ten-days. Therefore, it-seems-to-me that you-should acknowledge our letters. You-may-not know how-many we-have sent you, but I-ask-that if it-is possible you write-us at-once. You-would-not-have to answer all of-them as you are very busy with your work; but, as you-know, it-is-necessary to acknowledge business correspondence. The letters were sent to your office, and if you-were-there when-the office received them, I-beg-to-say to you that for-the sake of your business, you-should-not-have overlooked this matter.

Do you mean to be on-the square with-us? For sometime there has-been some doubt in our mind as-to your honesty of purpose. For-instance, the checks you wrote out for-us were returned half-an-hour ago, and-we-were told that you-have-not had-a bank account with-that bank. It-is-a serious offense to write out bogus checks; it-is, and always has-been, against-the laws of Minnesota even to attempt to deceive in such-a way as you-have-done in this matter. Nevertheless, if you-will make things right with-us now, everything will-be satisfactory.

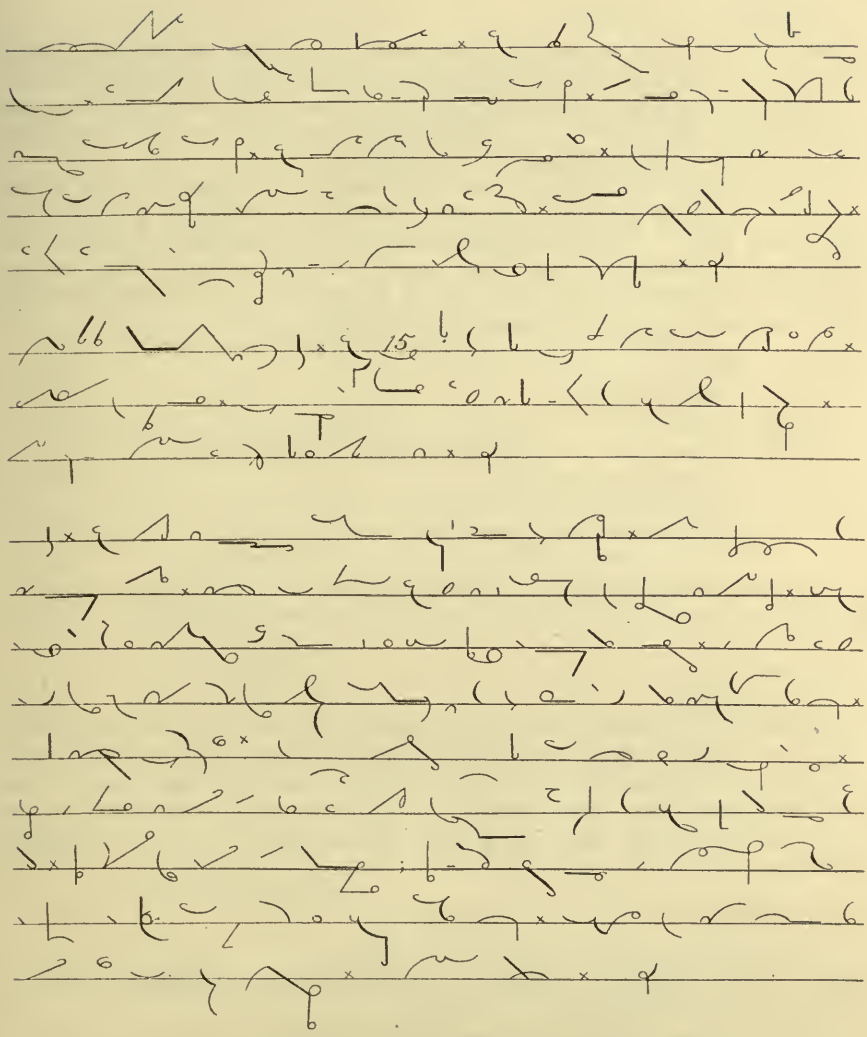
Let-us-know by-return-mail.

Yours-truly, (236)

Dear Sir:—Your order for forty books just received this A. M. We will print, bind and ship them to you by Monday, July 10th. Trusting this will be satisfactory to you, we are,

Yours truly,

LETTER WRITING EXERCISE.



Ment final, after T hook or V loop, may be represented by *ent*.

apartment achievement abatement

LETTER WRITING EXERCISE

E. E. Gard,
Port Huron, Mich.

Dear Sir: I write to let you-know that I-have-been appointed guardian for-the heirs of the late Harriet Metz. Harriet Metz, widow of the late Goodrich Metz, died a-year-ago, and left her whole estate to her two sons, Hubert and Whitney. The boys are-not yet of age, and-the courts advised that-a guardian be appointed at-once.

The debts on-the estate are quite large, and must-be paid within two years. The boys must-be sent away to be educated, and they are delighted to-go. They are dignified and handsome appearing young-men, and are-not addicted to any bad habits. Will you kindly write me and suggest some good school for boys, as I want them to attend one of the very-best schools in-the United-States (U. S.).

Very-truly, (146)

Gast's Wholesale House,
Joliet, Ill.

Gentlemen: I-wish you-would send me the following goods:

One white iron bed,
Two medium-sized settees,
One Panama hat, with ribbons to match,
One red woolen jacket for-a child nine years old,
Forty feet dark red striped hall carpet.

Send directions how the carpet should-be laid and matched.

Yours-truly, (59)

Robt. H. Boyd,
Aurora, Ill.

Dear Sir: The goods you shipped me last Monday reached me to-day, but they look as though they had-been damaged by fire. It-seems strange that you send out goods that are-not fit to be laid on-a counter. The red woolen jacket was faded in spots; the curtain goods were spotted with red, and cannot be used; so I-have had-the goods packed and shipped back to you.

Yours-truly, (79)

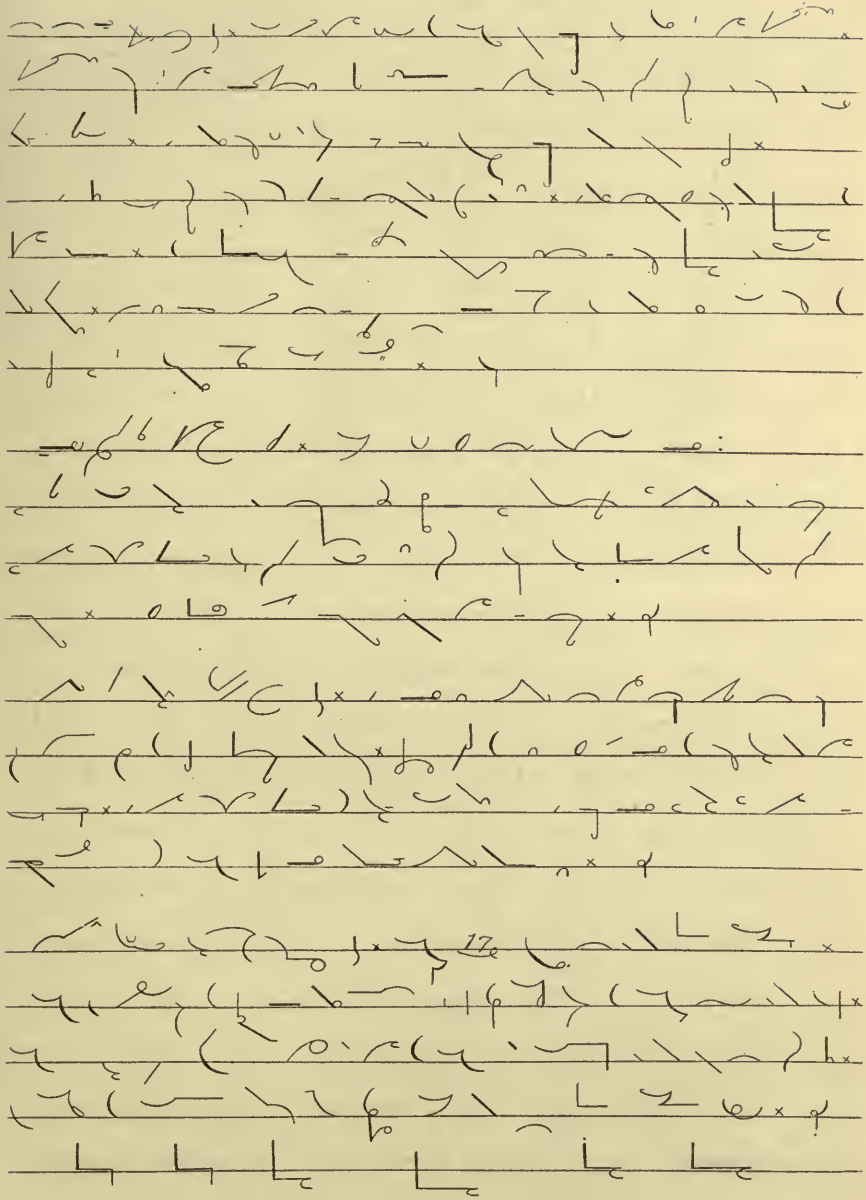
Leroy Finan,
Fort Smith, Ark.

Dear Sir: I-have-your letter of the 17th inst. advising me to buy stock in-your-company.

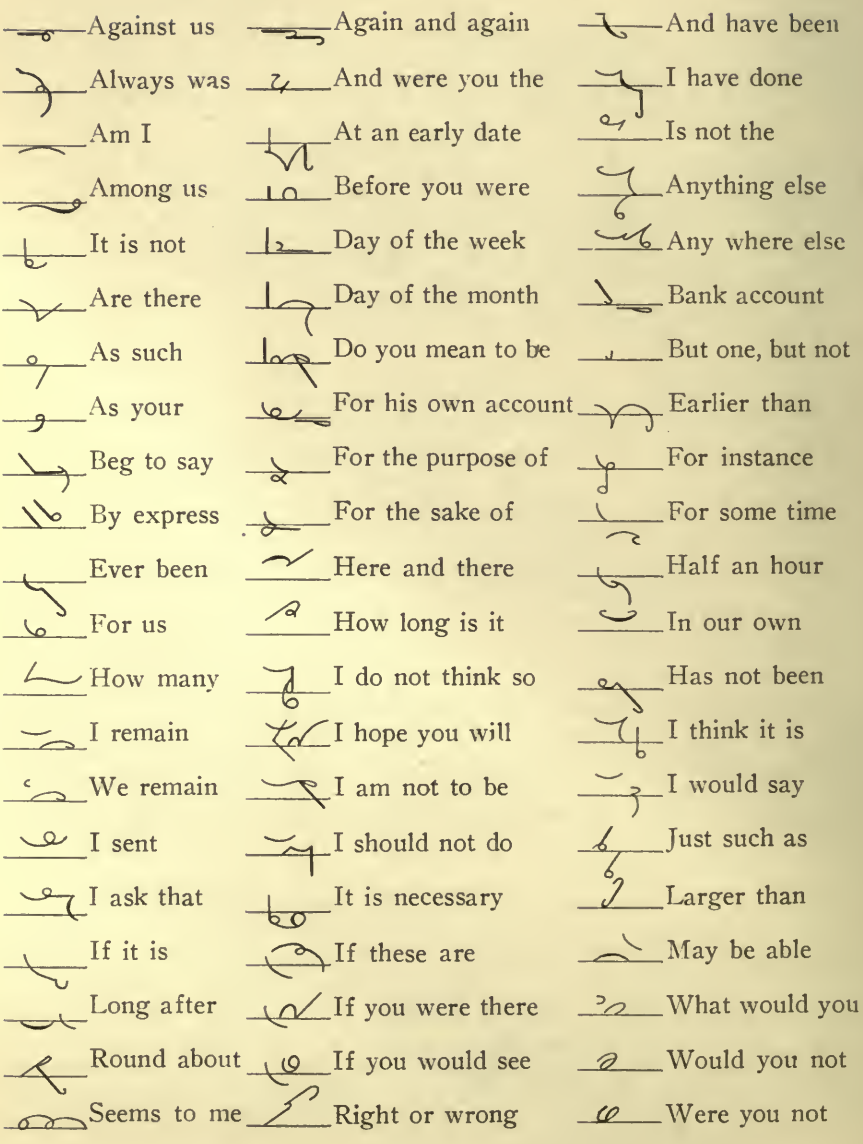
I-have every reason to-think that it would-be-a good business scheme, but at-this-time I-do-not feel that I-have-the money to pay for it. I-have suffered such heavy losses of late that I-have all I-can-do to pay up my old debts. If I-find that I-can spare a-few thousand-dollars, I-shall buy some stock in-your-company very-soon.

Yours-truly, (98)

LETTER WRITING EXERCISE.

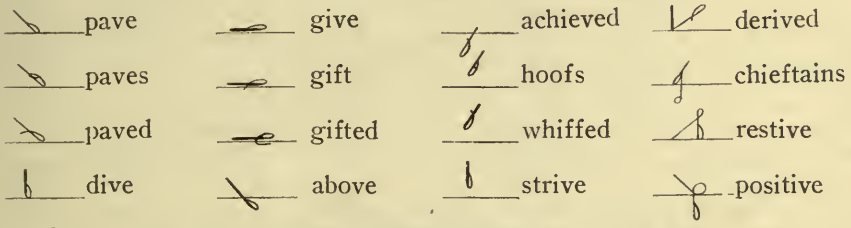


PHRASE AND SENTENCE WRITING

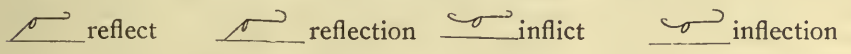


USES OF F-V LOOP AND HOOK

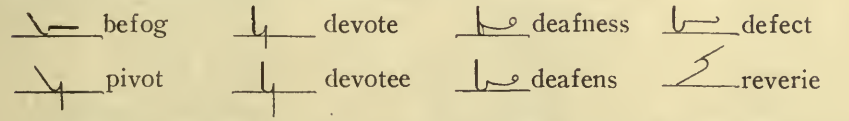
1. A small final loop may be written on the right hand side of strokes P, B, T, D, Ch, J, H, Wh, and on the upper side of K, G, Ray and Ou, to express the sound of F or V not followed by a vowel sound. This loop is carried across the stroke to add T or D, thereby expressing *ft, vd.*



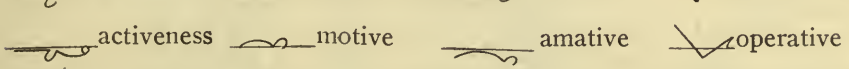
2. The F-V loop may be joined angularly to a stroke to express *fl.*



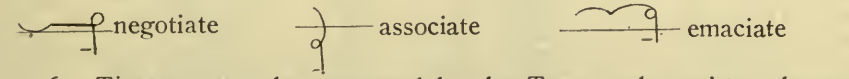
3. A large medial hook (same as final Shun hook) may be written on the right hand side of P, B, T, D, Ch and J, and on the upper side of K, G and Ray, to express the sound of F or V followed by a vowel sound. A vowel sound does not follow the stroke preceded by the F-V hook, unless the stroke is lengthened.



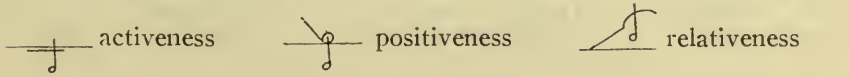
4. *Tive,* medial or final, may be expressed by a semi-ellipse, opening either in the direction of Ray or Cha, and joined angularly to the stroke preceding.



5. *Tiate, ciate* (*sheate*) is expressed by C circle and T stroke, vowelized with A.



6. *Tiveness,* may be expressed by the *Tens* stroke written through the preceding part of a word.



WRITING EXERCISE CONTINUED.

foreign, *f-r-n*
sprocket, *spr-k-t*
tangent, *t-nj-nt*
rudiment, *r-d-m-nt*
council, *k-ns-l*
census, *s-ns-s*
legend, *l-j-nd*
rabbit, *r-b-t*
famine, *f-m-n*
assets, *-s-ts*
veranda, *v-r-nd-*
rusticate, *r-st-k-t*
pilot, *p-l-t*
guidance, *g-d-ns*
admonition, *-dm-n-shun*
comet, *k-m-t*
stupid, *st-p-d*
handicap, *h-nd-k-p*
landau, *l-ndaw*
navigate, *n-v-g-t*
appendix, *-p-nd-ks*
pencil, *p-ns-l*
patent, *p-t-nt*
response, *r-sp-ns*
reckon, *r-k-n*
dynamite, *d-n-m-t*
accountant, *-k-nt-nt*
audit, *aud-t*
debit, *d-b-t*
agitate, *-j-t-t*
humane, *h-m-n*
copious, *k-p--s*
pendant, *p-nd-nt*
wainscot, *w-nsk-t*
saucer, *s-s-r*
teapot, *t-p-t*
tureen, *t-r-n*
agate, *-g-t*
etching, *-ching*
illusion, *-l-shun*
pica, *p-k-*
desolation, *d-s-l-shun*
casement, *k-sm-nt*
lodgment, *l-jm-nt*
basket, *b-sk-t*
storage, *st-r-j*
cogent, *k-j-nt*
ascend, *-s-nd*
diminution, *d-m-n-shun*
dainty, *d-nty*
descend, *d-s-nd*
elocution, *-l-qu-shun*
capacious, *k-p-sh-s*
damask, *d-m-sk*
catechism, *k-t-k-sm*
hurricane, *h-r-k-n*
mesmerize, *m-sm-r-z*
monotone, *m-n-t-n*
stagnant, *st-gn-nt*
parasol, *p-r-s-l*
reciprocate, *r-s-pr-k-t*
opulent, *-p-l-nt*
screen, *skr-n*
vitaphone, *v-t-f-n*
kinetic, *k-n-t-k*
abscond, *-bsk-nd*
rheostat, *r--st-t*
telephone, *t-l-f-n*
electioneer, *-l-kshun-r*
facility, *f-s-l-ty*
labyrinth, *l-b-r-nth*
region, *r-j-n*
chicken, *ch-k-n*
pigeon, *p-j-n*
animosity, *-n-m-s-ty*
factions, *f-kshuns*
absolute, *-os-l-t*
lariat, *l-r--t*
cement, *s-m-nt*
rummage, *r-m-j*
gasoline, *g-s-l-n*
sponge, *sp-nj*
resolute, *r-s-l-t*
tabasco, *t-b-sko*
tenacious, *t-n-sh-s*
appellate, *-p-l-t*
cohesive, *k-h-s-v*
ferocious, *f-r-sh-s*
giant, *j--nt*
scallop, *sk-l-p*
scrutiny, *skr-t-ny*
leaven, *l-v-n*
checkrein, *ch-kr-n*
stirrup, *st-r-p*
lassitude, *l-s-t-d*
disparage, *d-sp-r-j*
dungeon, *d-nj-n*
affix, *-f-ks*
appetite, *-p-t-t*
ethics, *-th-ks*
mutilate, *m-t-l-t*
tendency, *t-nd-nsy*
locket, *l-k-t*
optician, *-pt-shun*
pendulum, *p-nd-l-m*
speculate, *sp-qu-l-t*
diligence, *d-l-j-ns*
obedience, *-b-d--ns*
genteel, *j-nt-l*
hemorrhage, *h-m-r-j*
accustom, *-k-st-m*
query, *qu-ry*
monotonous, *m-n-t-n-s*
destitute, *d-st-t-t*
epistle, *-p-s-l*
lucid, *l-s-d*
lacerate, *l-s-r-t*
laudanum, *l-d-n-m*
nicotine, *n-k-t-n*
heinous, *h-n-s*
physician, *f-s-shun*
poison, *p-s-n*
respiration, *r-sp-r-shun*
diminish, *d-m-n-sh*
dissolute, *d-s-l-t*
ignition, *-gn-shun*
runabout, *r-n-b-t*
quorum, *qu-r-m*
tension, *t-nshun*
stations, *st-shuns*
pugnacious, *p-gn-sh-s*
dimension, *d-m-nshun*
tuition, *t--shun*
mistletoe, *m-s-lto*
phantom, *f-nt-m*
ballast, *b-l-st*
careen, *k-r-n*
acquaintance, *-qu-nt-ns*
benediction, *b-n-d-kshun*
requisite, *r-qu-s-t*
veracious, *v-r-sh-s*
sluice, *sl-s*
advocate, *-dv-k-t*
arraign, *-r-n*
pittance, *p-t-ns*
society, *s-s--ty*
codicil, *k-d-s-l*
defense, *d-f-ns*
obelisk, *-b-l-sk*
tolerate, *t-l-r-t*
homestead, *h-mst-d*
lynch, *l-nch*
mendacious, *m-nd-sh-s*
pandemonium, *p-nd-m-n--m*
maintain, *m-nt-n*
testimony, *t-st-m-ny*
unique, *un-k*
tyranny, *t-r-ny*
ovation, *ov-shun*

WRITING EXERCISE CONTINUED

locomotive, *l-k-m-tive*
raincoat, *r-nk-t*
absolute, *-bs-l-t*
allegation, *-l-g-shun*
disappoint, *d-s-p-nt*
abundance, *-b-nd-ns*
attestation, *-t-st-shun*
coupon, *qu-p-n*
perusal, *p-r-s-l*
fiat, *f--t*
homicide, *h-m-s-d*
jurisdiction, *j-r-sd-kshun*
litigate, *l-t-g-t*
landscape, *l-ndsk-p*
jostle, *j-s-l*
docile, *d-s-l*
pacific, *p-s-f-k*
testament, *t-st-m-nt*
bayonet, *b--n-t*
resident, *r-s-d-nt*
fumigate, *f-m-g-t*

liquidate, *l-qu-d-t*
albumen, *-lb-m-n*
meridian, *m-r-d--n*
dictionary, *d-kshun-ry*
audience, *aud--ns*
aberration, *-b-r-shun*
currency, *k-r-nsy*
minion, *m-ny-n*
obedient, *ob-d--nt*
behooves, *b-h-vs*
penance, *p-n-ns*
woolen, *w-l-n*
worsted, *w-rst-d*
bobbin, *b-b-n*
succeed, *s-ks-d*
deleterious, *d-l-t-r--s*
benzine, *b-nz-n*
fugitive, *f-j-tive*
pheasant, *f-z-nt*
theism, *th--sm*
velocipede, *v-l-s-p-d*

affiliate, *-f-l--t*
Tennyson, *T-n-s-n*
hilarious, *h-l-r--s*
castigate, *k-st-g-t*
opaque, *op-k*
hygiene, *h-g-n*
myriad, *m-r--d*
oblivious, *-bl-v--s*
utensil, *ut-ns-l*
salvation, *s-lv-shun*
radiant, *r-d--nt*
license, *l-s-ns*
restitution, *r-st-t-shun*
luscious, *l-sh-s*
coalition, *k--l-shun*
violate, *v--l-t*
acetylene, *-s-t-l-n*
sustenance, *s-st-n-ns*
warehouse, *w-rh-s*
eyelet, *il-t*
aviation, *av--shun*

THE ONE THOUSAND MOST FREQUENTLY USED WORDS

Fourth Installment.

above
act
adopt
attempt
await
boat
bought
carried
child
cold
date
dead

devote
did
died
doubt
elect
end
estate
estimate
feet
fight
foot
get

give
gold
hat
height
hold
late
let
left
lead
led
light
lot

meet
minute
need
night
old
ought
paid
period
put
rapid
rate
recent

right
separate
senate
shed
shut
state
statement
stood
stopped
thought
ticket
write

LETTER WRITING EXERCISE

E. C. Betz,
Fort Scott, Kans.

Dear Sir: It-is-necessary that-the balance of the loan you-made on-your estate in Devon County be paid within two weeks; otherwise we-shall-have to-take-the matter up with our attorney. Our notes are left in-the Twin City State-Bank.

Let-us-know by-return-mail what-you decide to-do about-this matter.

Yours-truly, (68)

Mrs. Bertha Chafin,
Quincy, Ill.

Dear Madam: At-this-time, I-take occasion to let you-know that-the rent on-your house is-not due before-the tenth of next month. Your mother came up to my office to-day and paid it in advance, so-that you-would-not-have to bother with-it. She-is-not-the party who was up here sometime-ago. At-that-time, however, I thought it was she.

As-your mother forgot-the receipt, I-will-see that it-is sent to you when we send your tax receipts which were left here at-the-time your husband came and paid-the rent.

Hoping this will-be-satisfactory, I am,
Yours-truly, (119)

J. Lee Porter,
Springfield, Mo.

Dear Sir: I-am-in-receipt of a letter dated June 4th, written by Dwight Dyer, and sent to the Transatlantic Transit Company which-is-not now transacting business in the United States (U. S.), Canada, or Europe.

In his letter he-says that-the European war has-a bad effect on business all over-the world. Every-day of the week they receive letters stating that it-is absolutely necessary to ship food stuffs to Europe every-day of the month for-the-purpose-of maintaining-the support of the army.

If I hear anything else about-this matter, I-will write you. Hoping to get a letter at-an early-date, I am,

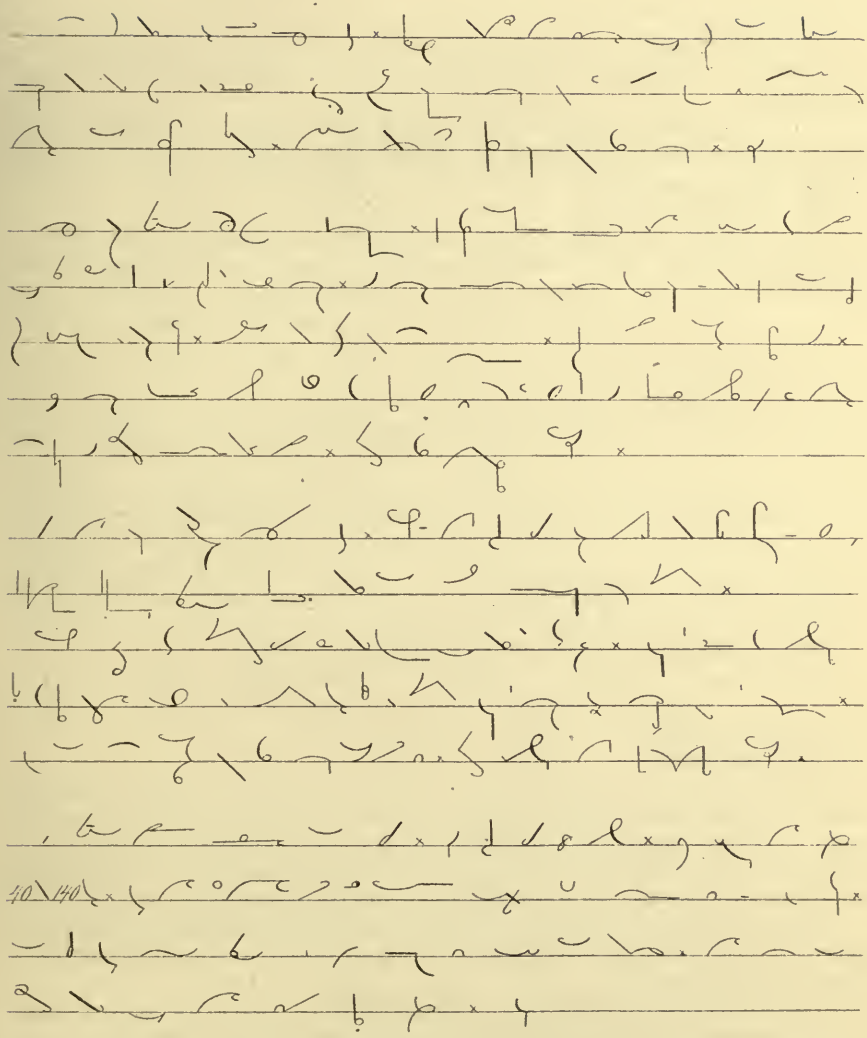
Yours-truly, (120)

The Haven Land Company,
Cascade, Iowa.

Gentlemen: Your letter dated June 8th received. You say you-have-a lot for-sale 40x140 feet. If-the lot is located right and-is in a good neighborhood, I-will make you an offer on-it. I-have-not got-the money just now, but will give you notes in payment. Let me know what-has-been bid on-the lot you are advertising for-sale.

Very-truly, (80)

LETTER WRITING EXERCISE.



My dear Sir:—We have been told by A. O. Jones of this city that you are thinking of buying a farm very soon. If so, we ask you to see us at your earliest opportunity.

Yours truly,

LETTER WRITING EXERCISE

E. C. Stotts,
Everett, Wash.
Dear Sir: Last night the City-Council met and passed the following resolutions:

(1) To put in a new cement sidewalk on Benson Street; (2) that-the main street designated as Robert Street leading to the outskirts of the city be paved, and (3) that-the neighborhood be lighted as-well-as-the down town wards.

The council will meet again next Wednesday when anyone will-be allowed to attend its meeting and offer suggestions. I hope to-see you there.

Yours-truly, (88)

David Elliot,
Butte, Mont.
Dear Sir: Your letter dated June 14th received less-than half-an-hour ago.

If you are going to sue the Hackett Stock Food Company, I advise-that you retain-an able attorney. As you-know, I-shall-not-be-in-the city at-the-time the court convenes, as it-is-necessary that I leave for Davenport this afternoon and I-shall-be away for sometime. I hope you-will-be able to secure a good attorney, and when your-case is disposed of, write and let me know how things turn out.

With best wishes for-your success, I am

Very-truly, (109)

Byron & Stevens,
Lansing, Mich.
Dear Sirs: Our several letters sent you during-the past month in regard to our elegant line of window shades, window screens, and screen doors, either did-not reach you, or you-were too much occupied to-give the subjects mentioned the consideration they should-have. We-take it that this-is-the reason we-have-not received an answer to our letters.

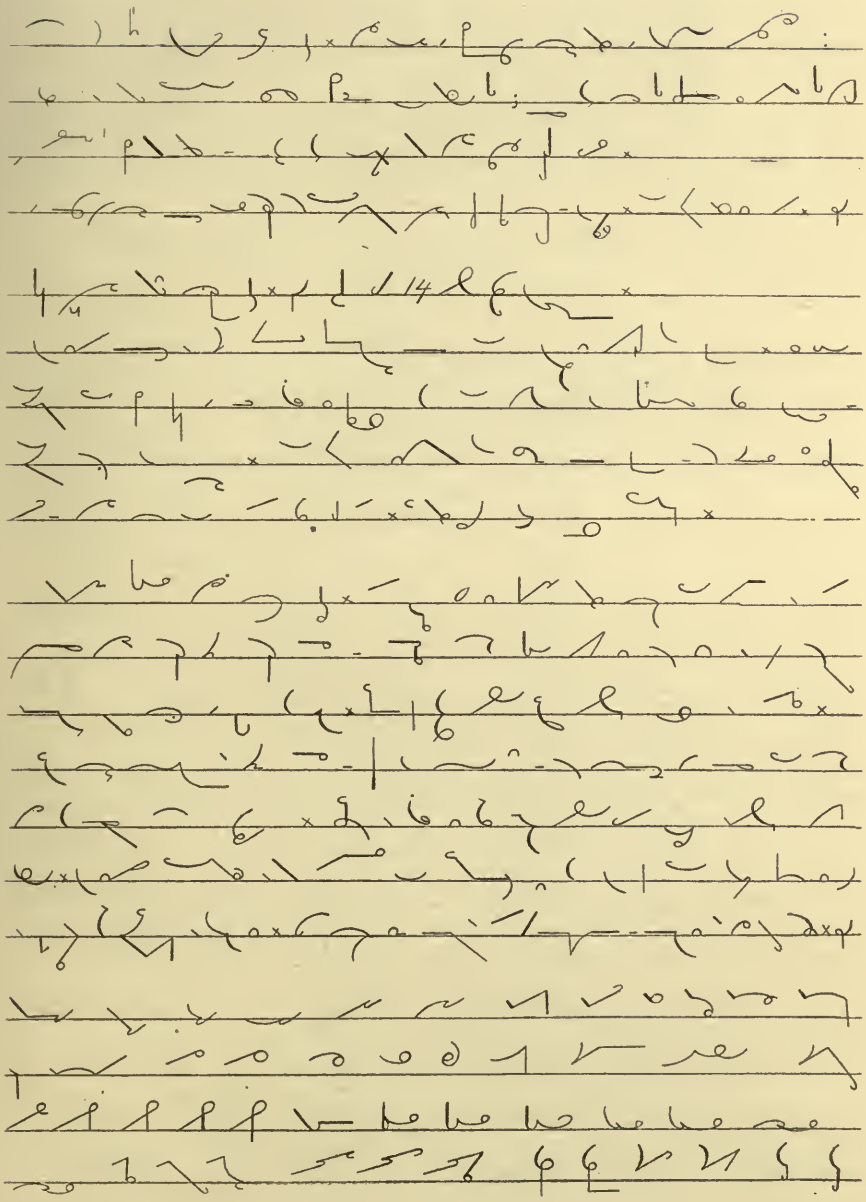
We have made-the manufacture of shades and screens a study for many years, and are making-a particular kind in either line that cannot-be equalled elsewhere.

We desire to convince you of-this, and for-that reason we-are anxious to receive a letter very-soon. If you-are-not in-a-position to buy our goods now, we-beg-to-say to you that, if at any future time you wish to consider the purchase of-them, we-shall-be ready to favor you.

We-will mail you a copy of our large catalogue, and give you all particulars upon request.

Yours-truly, (174)

LETTER WRITING EXERCISE.



THE L HOOK STROKES

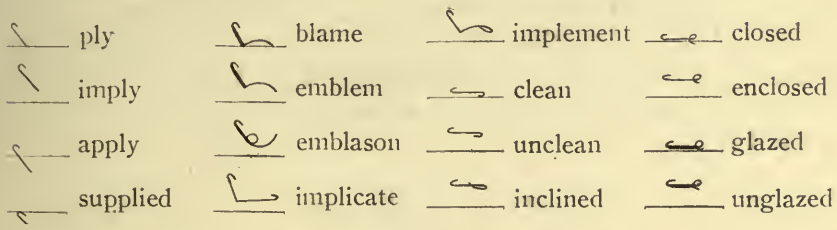
1. The sound of L blends with that of P, B, K, G, F, forming the consonant combinations Pl-, Bl-, Kl-, Gl-, Fl-. A vowel sound always follows these blended or coalescent consonants.

2. The sound of L blended as above shown, is expressed by a small initial hook on the right hand side of P, B and F, and on the upper side of K and G. The S circle is written within the L hook on Pl- and Kl- for Spl- and Skl-.

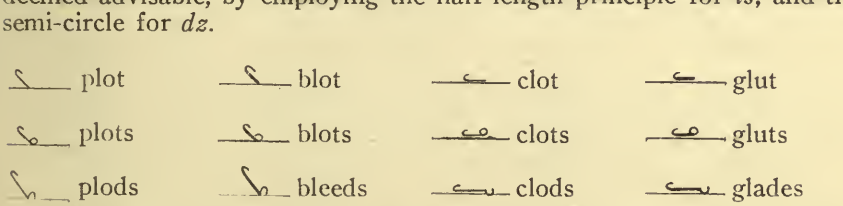
3. These L hook strokes are used in all positions; also initially, medially and finally. They are formed half length to add T or D.

THE L HOOK STROKES CONTINUED

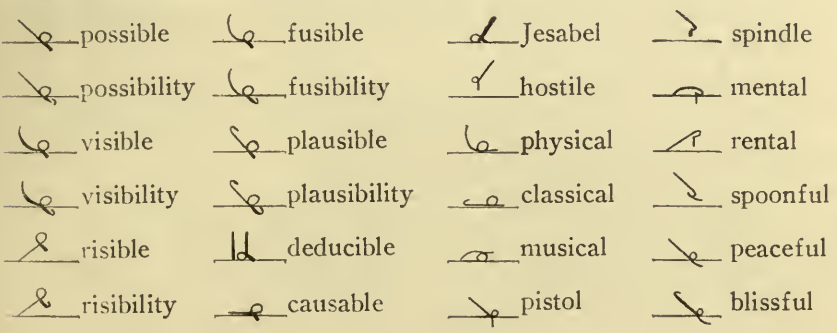
1. The L hook strokes may be written in First Position to express the initial syllables *am, em, im, om, um* before Pl- and Bl-; and to express *an, en, in, on, un* before Kl-, Gl- and Fl-.



2. The brief semi-circle which expresses *ts, dz,* may be employed finally on the L hook strokes; or, the strokes may be formed half-length with final S circle to express *ts, dz.* Words having a common outline, as *bleats* and *bleeds; fleets* and *floods,* may be differentiated, where deemed advisable, by employing the half-length principle for *ts,* and the semi-circle for *dz.*

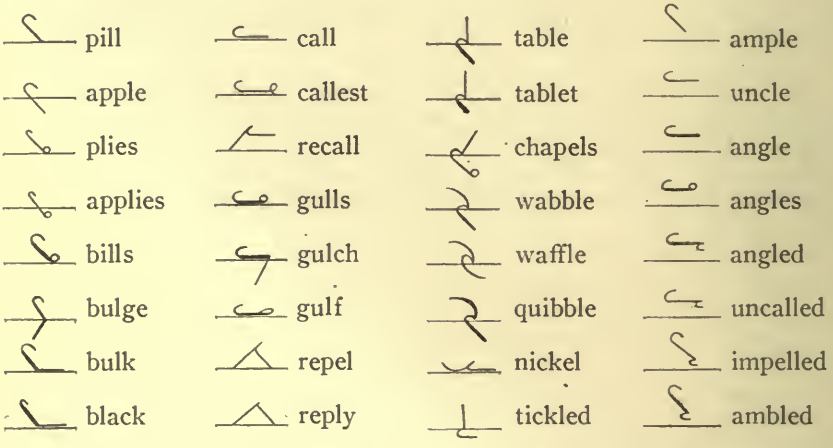


3. The L hook strokes do not join facilely to medial circles, hooks and loops. Therefore, a consonant stroke may be formed one-quarter length to express *al, el, il, ol, ul,* after the sound of the shortened stroke, where such syllables occur medially or finally after a circle, hook or loop. The quarter-length B stroke modified by T hook expresses the ending *bility.*

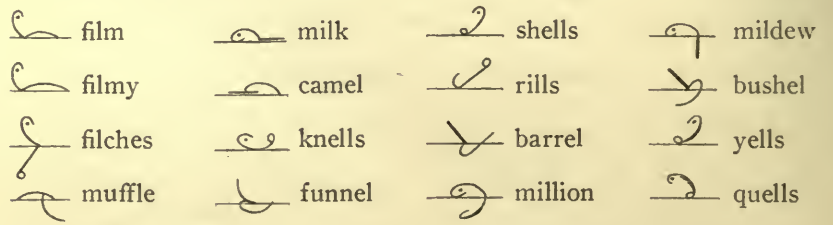


THE WIDE L HOOK

1. A wide initial hook on the right hand side of P, B, and on the upper side of K and G, expresses *al, el, il, ol, ul,* immediately after the sound of the stroke, thereby forming the syllables *pal, pel, pil, pol, pul; bal, bel, bil, bol, bul; cal, kel, kil, col, cul; gal, gel, gil, gol, gul.* These syllabic strokes may be written in First Position to express the initial syllables *am, em, im, om, um,* immediately before the sound of the strokes P-l and B-l; and to express *an, en, in, on, un,* immediately before F-l, K-l and G-l.



2. A dotted wide initial hook on strokes F, M, N, Sh, Y, Qu, and an undotted wide initial hook on the left hand side of Ray expresses *al, el, il, ol, ul* immediately after the sound of the stroke, thereby forming the syllables *fal, fel, fil, fol, ful; mal, mel, mil, mol, mul; nal, nel, nil, nol, nul; shal, shel, shil, shol, shul; yal, yel, yil, yol, yul; qual, quel, quil, quol; ral, rel, ril, rol, rul.*

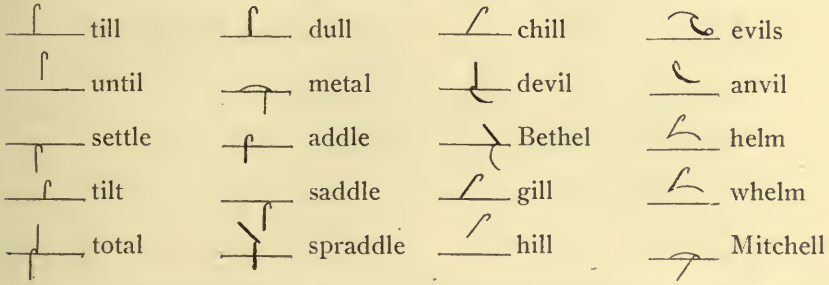


B. O. BAKER
LAWYER
DALLAS, TEXAS

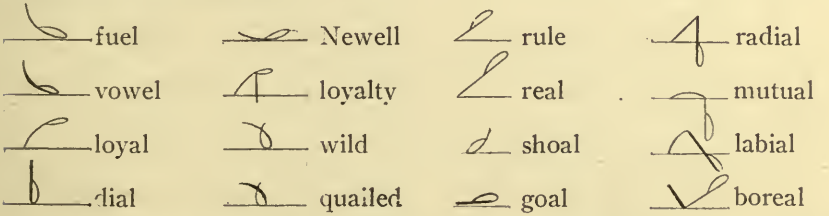
THE L HOOK AND THE L LOOP

1. A small initial hook written on the right hand side of T, D, Th, V, Ch, J, H and Wh, expresses *al, el, il, ol, ul,* immediately after the sound of the stroke, thereby forming the syllables *tal, tel, til, tol, tul; dal, del, dil, dol, dul; thal, thel, thil, thol, thul; val, vel, vil, vol, vul; chal, chel, chil, chol, chul; jal, jel, jil, jol, jul; hal, hel, hil, hol, hul; whal, whel, whil, whul.* These syllabic strokes are made half-length to add the sound of T or D.

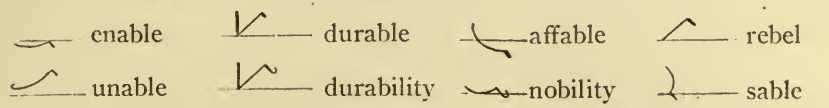
2. A short vowel sound always occurs between above named strokes and L; therefore, it is not necessary to widen the L hook on those strokes to show the presence of the short vowel sound.



3. A large final loop on the concave side of curved strokes, and on the *Shun* hook side of straight strokes, expresses L preceded by a vowel sound. The vowel generally has the long sound. This L loop is used where the L stroke does not form a facile joining. It may be used on lengthened strokes also.

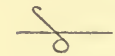


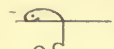
4. A quarter-length B stroke expresses the suffix *b-l, -b-l,* and it may be used instead of the *b-l* stroke and hook where it forms a facile, angular joining with the preceding stroke.

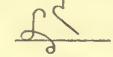


WRITING EXERCISE

Bicycle, *b-s-k-l*

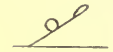

Appliances, *-pl- -nses*


Multiple, *m-lt-p-l*

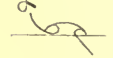

Tweezers, *tw-s-rs*

Fulfill, *f-lf-l*

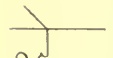
Stimulus, *st-m-l-s*


Reserve *r-s-rv*

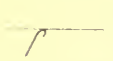
Ostensible, *-st-ns-b-l*


Fee-simple, *f-s-mp-l*

Settle, *s-t-l*

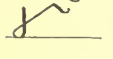

Potential, *p-t-nsh-l*

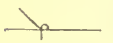
Philosophy, *f-l-s-fy*

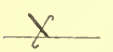

Satchel, *s-ch-l*

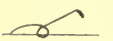
Substantial, *s-bst-nsh-l*

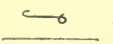
Affability, *-f-bility*

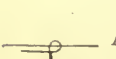

Desirability, *d-s-r-bility*


Pistol, *p-st-l*


Beheld, *b-h-ld*


Miserable, *m-s-r-b-l*

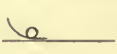

Uncleansed, *unkl-nsd*


Accident, *-ks-d-nt*

Sensible, *s-ns-b-l*

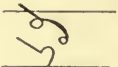
Glycerine, *gl-s-r-n*

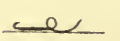
Fiscal, *f-sk-l*

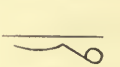

Physical, *f-s-k-l*

Gangway, *g-ngwa*

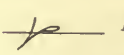
Obsequies, *-bs-qu-s*


Specialist, *sp-sh-l-st*


Glisten, *gl-s-n*


Synopsis, *s-n-ps-s*

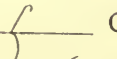
Allentown, *-l-ntown*

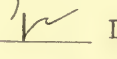

Ashland, *-shl-nd*

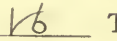
Knoxville, *N-ksv-l*

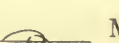
Danville, *D-nv-l*

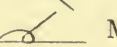
Eau Claire, *Okl-r*

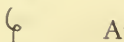

Chelsea, *Ch-ls--*

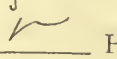

Delaware, *D-l-w-r*


Tallahassee, *T-l-h-s-*


Mississippi, *M-s-s-p-*


Missouri, *M-s-r-*


Austin, *Aust-n*


Helena, *H-l-n-*

WRITING EXERCISE

play, *pl-*
plea, *pl-*
plow, *pl-*
plays, *pl-s*
please, *pl-s*
pleased, *pl-sd*
places, *pl-ses*
pleases, *pl-ses*
played, *pl-d*
plowed, *pl-d*
pleat, *pl-t*
plates, *pl-ts*
pleads, *pl-ds*
pleats, *pl-ts*
plain, *pl-n*
plains, *pl-ns*
planned, *pl-nd*
plants, *pl-nts*
ply, *pl-*
imply, *impl-*

apply, *-pl-*
supply, *s-pl-*
applies, *-pl-s*
implies, *impl-s*
implied, *impl-d*
supplies, *s-pl-s*
supplied, *s-pl-d*
applied, *-pl-d*
application, *-pl-k-shun*
appliance, *-pl- -ns*
appliances, *-pl- -nses*
applaud, *-pl-d*
applauds, *-pl-ds*
blaze, *bl-s*
blows, *bl-s*
blazed, *bl-sd*
blast, *bl-st*
blazes, *bl-ses*
bluffs, *bl-fs*
blacken, *bl-k-n*
blameless, *bl-ml-s*
blemish, *bl-m-sh*

blade, *bl-d*
blowed, *bl-d*
bleat, *bl-t*
bleats, *bl-ts*
blots, *bl-ts*
blend, *bl-nd*
blunt, *bl-nt*
blinds, *bl-nds*
cleave, *kl-v*
cleft, *kl-ft*
clays, *kl-s*
clues, *kl-s*
classed, *kl-sd*
closed, *kl-sd*
classy, *kl-sy*
classes, *kl-ses*
closes, *kl-ses*
clad, *kl-d*
cleat, *kl-t*
clod, *kl-d*

cloud, *kl-d*
clouds, *kl-ds*
cleats, *kl-ts*
clots, *kl-ts*
clods, *kl-ds*
cloyed, *kl-d*
clean, *kl-n*
clown, *kl-n*
cleans, *kl-ns*
cleanse, *kl-ns*
cleansed; *kl-nsd*
cleaned, *kl-nd*
cling, *kl-ng*
clings, *kl-ngs*
unclean, *unkl-n*
uncleaned, *unkl-nd*
uncleansed, *unkl-nsd*
unclassed, *unkl-sd*
unclosed, *unkl-sd*
encloses, *enkl-ses*
inclement, *inkl-m-nt*
acclimate, *-kl-m-t*

glee, *gl-*
glow, *gl-*
clue, *kl-*
glaze, *gl-s*
glass, *gl-s*
glows, *gl-s*
glues, *gl-s*
glazed, *gl-sd*
glasses, *gl-ses*
glosses, *gl-ses*
glad, *gl-d*
glowed, *gl-d*
gloats, *gl-ts*
glove, *gl-v*
glades, *gl-ds*
gleans, *gl-ns*
gleaned, *gl-nd*
unglazed, *ungl-sd*
ungleaned, *ungl-nd*
agglutinize, *-gl-t-n-s*

flay, *fl-*
flays, *fl-s*
flees, *fl-s*
fleeced, *fl-sd*
fleecy, *fl-sy*
fleeces, *fl-ses*
flown, *fl-n*
flute, *fl-t*
unflown, *unfl-n*
inflows, *infl-s*
flaunt, *fl-nt*
flaunted, *fl-nt-d*
afloat, *-fl-t*
floats, *fl-ts*
afloats, *-fl-ts*
flame, *fl-m*
aflame, *-fl-m*
inflame, *infl-m*
flounces, *fl-nses*
flint, *fl-nt*
flints, *fl-nts*
flayed, *fl-d*

WRITING EXERCISE

reply, *r-pl-*
focal, *f-k-l*
plane, *pl-n*
photoplay, *f-t-pla*
admissible, *-dm-s-b-l*
platinum, *pl-t-n-m*
affability, *-f-bility*
clandestine, *kl-nd-st-n*
squirrel, *squ-r-l*
glimpse, *gl-mps*
bevel, *b-v-l*
implement, *-mpl-m-nt*
metal, *m-t-l*
desirability,
ladle, *l-d-l*
level, *l-v-l*
pistol, *p-st-l*
rifle, *r-f-l*
scaffold, *sk-f-ld*
buckle, *b-k-l*
saddle, *s-d-l*
resemblance,
divisible, *d-v-s-b-l*
identical, *id-nt-k-l*

plausible, *pl-s-b-l*
miserable, *m-s-r-b-l*
scandal, *sk-nd-l*
replenish, *r-pl-n-sh*
cleanse, *kl-ns*
uncleansed, *-nkl-nsd*
inclement, *-nkl-m-nt*
tunnel, *t-n-l*
affable, *-f-b-l*
disability, *d-s-bility*
muffle, *m-f-l*
goggles, *g-g-ls*
plated, *pl-ted*
sensible, *s-ns-b-l*
negligence, *n-gl-j-ns*
glycerine, *gl-s-r-n*
hostile, *h-st-l*
muffler, *m-fl-r*
diploma, *d-pl-m-*
label, *l-b-l*
suppliant, *s-pl--nt*
plentiful, *pl-nt-f-l*
client, *kl--nt*
libel, *l-b-l*
develop, *d-v-l-p*
specialty, *sp-sh-lty*
mental, *m-nt-l*
musical, *m-s-k-l*
fiscal, *f-sk-l*
glossary, *gl-s-ry*

appliances, *-pl--ns-s*
chaplain, *ch-pl-n*
settlement, *s-t-lm-nt*
symbol, *s-mb-l*
monoplane, *m-n-pl-n*
florid, *fl-r-d*
multiple, *m-lt-p-l*
tableau, *t-blo*
channel, *ch-n-l*
tweezers, *tw-s-rs*
chattel, *ch-t-l*
fulfil, *f-lf-l*
until, *-nt-l*
tackle, *t-k-l*
rival, *r-v-l*
reciprocal, *r-s-pr-k-l*
special, *sp-sh-l*
rivals, *r-v-ls*
bleached, *bl-cht*
cannibal, *k-n-b-l*
blaspheme, *bl-sf-m*
gable, *g-b-l*
tillable, *t-l-b-l*
replete, *r-pl-t*

capital, *k-p-t-l*
bludgeon, *bl-j-n*
byplane, *b-pl-n*
glazed, *gl-sd*
ostensible, *-st-ns-b-l*
beveling, *b-v-ling*
supplement, *s-pl-m-nt*
loyalty, *l--lty*
fee-simple, *f-s-mp-l*
till, *t-l*
settle, *s-t-l*
potential, *p-t-nsh-l*
legible, *l-j-b-l*
reptile, *r-pt-l*
dispel, *d-sp-l*
philosophy, *f-l-s-fy*
cloak, *kl-k*
pinnacle, *p-n-k-l*
satchel, *s-ch-l*
flimsy, *fl-msy*
substantial,
guilty, *g-lty*
plenteous, *pl-nt--s*
fickle, *f-k-l*
needle, *n-d-l*
repel, *r-p-l*
pugnacious, *p-gn-sh-s*
gangway, *g-ngwa*
plateau, *pl-to*
bicycle, *b-s-k-l*

refusal, *r-f-s-l*
nautical, *n-t-k-l*
obsequies, *-bs-qu-s*
mosquito, *m-sk-to*
acclimate, *-kl-m-t*
specialist, *sp-sh-l-st*
local, *l-k-l*
glisten, *gl-s-n*
regal, *r-g-l*
acquittal, *-qu-t-l*
clemency, *kl-m-nsy*
comical, *k-m-k-l*
clematis, *kl-m-t-s*
burial, *b-r--l*
vital, *v-t-l*
physical, f-s-k-l
classical, *kl-s-k-l*
waybill, *w-b-l*
deacon, *d-k-n*
valentine, *v-l-nt-n*
stimulus, *st-m-l-s*
synopsis, *s-n-ps-s*
merino, *m-r-no*
definition, *d-f-n-shun*

CITIES.

Akron, *-kr-n*
Allentown, *-l-ntown*
Altoona, *-lt-n-*
Asheville, *-shv-l*
Alemeda, *-l-m-d-*
Alton, *-lt-n*
Appleton, *-p-lt-n*
Ashland, *-shl-nd*
Ashtabula, *-sht-b-l-*
Atlantic City,
Belleville, *B-lv-l*
Buffalo, *B-f-lo*
Cadillac, *k-d-l-k*
Canton, *k-nt-n*
Chicopee, *Ch-k-pe*
Cleveland, *kl-vl-nd*
Council Bluffs,
Dallas, *D-l-s*
Danville, *D-nv-l*
Decatur, *D-k-t-r*
Duluth, *D-l-th*
Eau Claire, *OKl-r*
Elizabeth, *El-s-b-th*
Findlay, *F-ndla*
Fond du Lac, *F-nd-l-k*
Hoboken, *H-b-k-n*
Ithaca, *-th-k-*
Jamestown, *J-mstown*
Joplin, *J-pl-n*

WRITING EXERCISE

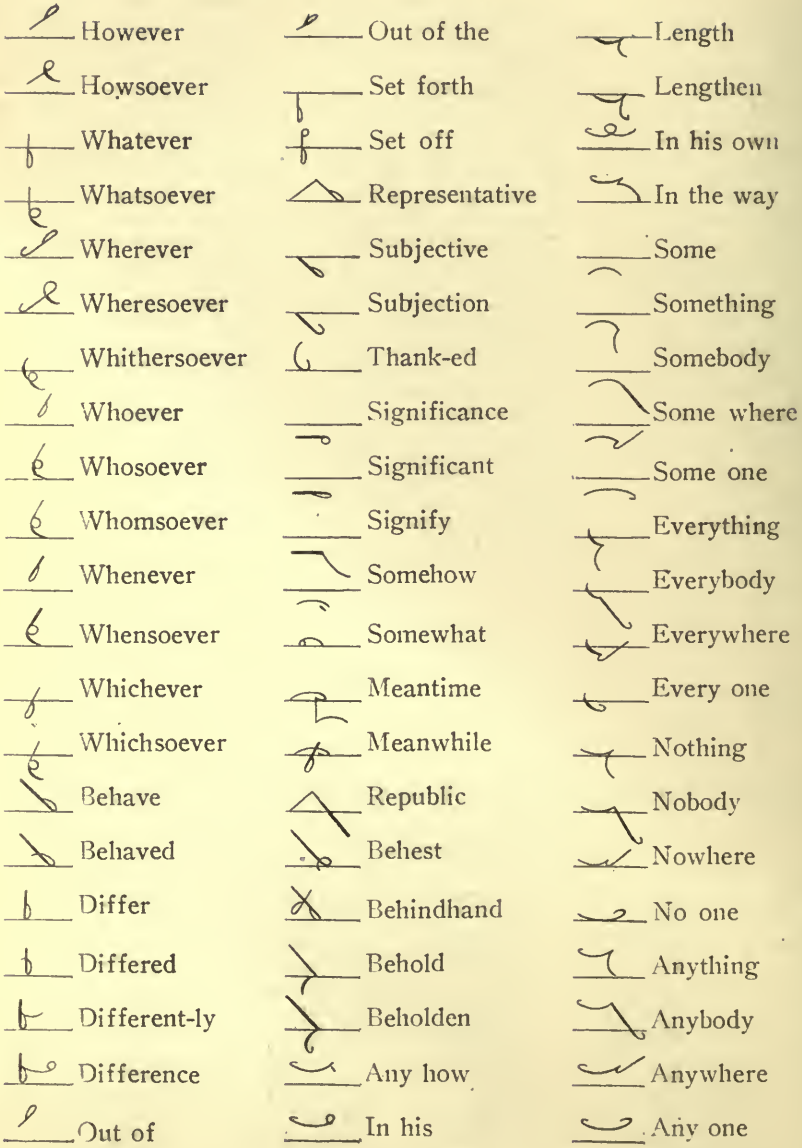
Kalamazoo, *K-l-m-z-*
Laredo, *L-r-do*
Lebanon, *L-b-n-n*
Lexington, *L-ks-ngt-n*
Atchison, *-ch-s-n*
Aurora, *Aur-r-*
Binghamton, *B-ngh-mt-n*
Cairo, *K-ro*
Camden, *K-md-n*
Chelsea, *Ch-ls--*
Cincinnati, *S-ns-n-t-*
Clinton, *Kl-nt-n*
Covington, *K-v-ngt-n*
Danbury, *D-nb-ry*
Dayton, *D-t-n*
Dubuque, *D-b-k*
Easton, *Est-n*
Elgin, *-lj-n*
Everett, *-v-r-t*
Flint, *Fl-nt*
Galveston, *G-lv-st-n*
Houston, *H-st-n*
Jackson, *J-ks-n*
Joliet, *J-l--t*
Kingston, *K-ngst-n*
Knoxville, *N-ksv-l*
Lawrence, *L-r-ns*
Lewiston, *L--st-n*
Loraine, *L-r-n*
Alabama, *-l-b-m-*
Arkansas, *-rk-ns-s*
Delaware, *D-l-w-r*
Idaho, *Id-h-*
Kentucky, *K-nt-ky*
Michigan, *M-sh-g-n*
Mississippi, *M-s-s-p-*
Phoenix, *F-n-ks*
Tallahassee, *T-l-h-s-*
Topeka, *T-p-k-*
Annapolis, *-n-p-l-s*
Jackson, *J-ks-n*
Lincoln, *L-ngk-n*
Tennessee, *T-n-s-*
Utah, *Ut-*
Richmond, *R-chm-nd*
Belfast, *B-lf-st*
Spain, *Sp-n*
Glasgow, *Gl-sgo*
Belgium, *B-lj--m*
Lisbon, *L-sb-n*
Moscow, *M-sk-*
Japan, *J-p-n*
Vienna, *V--n-*
Russia, *R-sh-*
Alaska, *-l-sk-*
Colorado, *K-l-r-d-*
Florida, *Fl-r-d-*
Kansas, *K-ns-s*
Maine, *M-n*
Minnesota, *M-n-s-t-*
Missouri, *M-s-r-*
Denver, *D-nv-r*
Atlanta, *-tl-nt-*
Augusta, *Aug-st-*
Boston, *B-st-n*
Helena, *H-l-n-*
Oregon, *-r-g-n*
Texas, *T-ks-s*
Austin, *Aust-n*
Madison, *M-d-s-n*
Bombay, *B-mb-*
Ireland, *Irl-nd*
Havana, *H-v-n-*
Cuba, *Qub-*
Milan, *M-l-n*
Naples, *N-p-ls*
Odessa, *Od-s-*
Warsaw, *W-rs-*

THE ONE THOUSAND MOST FREQUENTLY USED WORDS

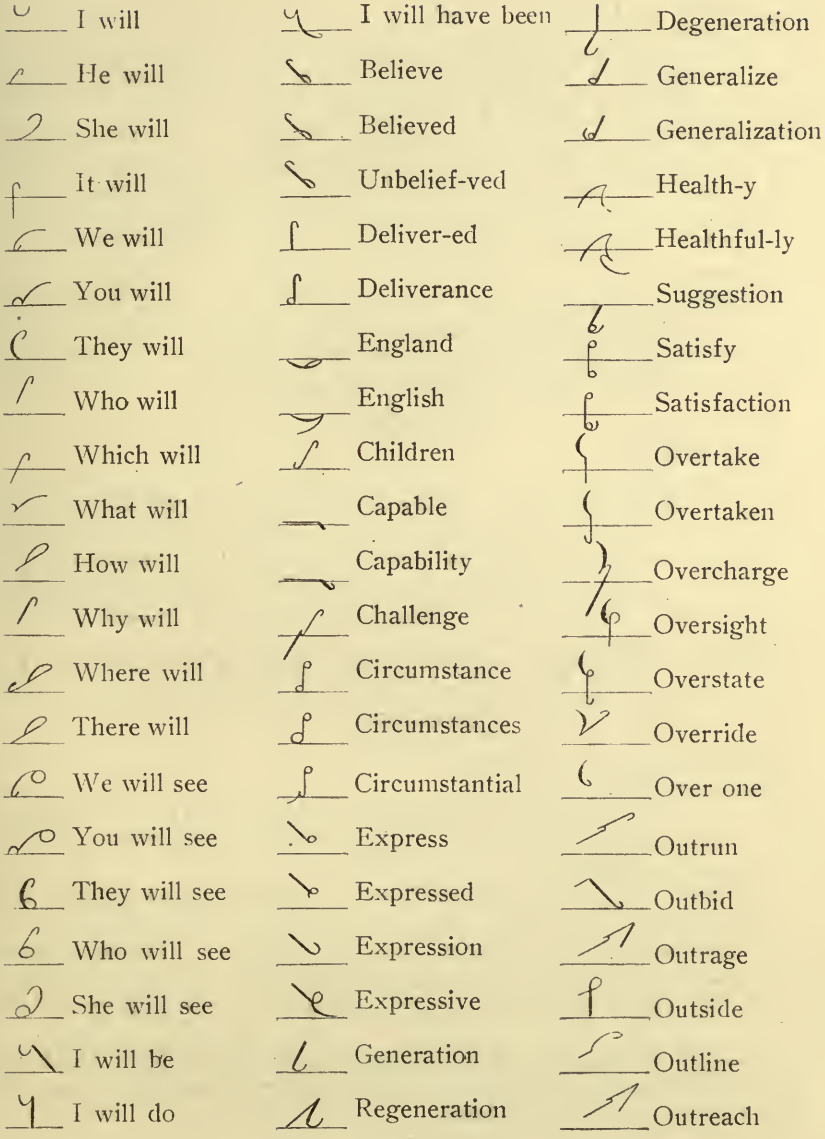
Fifth Installment.

application	clear	finally	official	special
awful	close	full	only	spell
beautiful	clothing	flight	play	still
bill	club	flower	place	supply
block	collect	glad	pleasant	table
blow	declare	held	plan	tell
blue	develop	include	plant	terrible
build	especially	kill	political	total
built	felt	little	possible	until
call	fell	local	railroad	unable
class	fill	nearly	reply	usual
clean	final	o'clock	school	volume

CONTRACTIONS.



CONTRACTIONS. SENTENCE WRITING



LETTER WRITING EXERCISE

The Golden Gulch Clay Company,
Klamath Falls, Oregon.

Dear Sirs: We-are selling-the national flags of all-the allied nations on-the globe. I-suppose-that you-have just-received-the small English flags that we sent you as samples.

A-few-days-ago, we received-a wire as-follows: "We-are-pleased to express satisfaction over-the beautiful flags that your company sold us a week ago. We-wish to suggest that you offer to sell and deliver these flags to every large firm in-the county. We believe that every home should-have-a flag, and-that every business house should carry them for-sale."

This message was sent by-the Young Peoples Aid Association of the United-States, whose offices are in-the Kilsing Bldg., New-York-City.

May our representative call on you, or on some-one in authority in-your-company, and talk over-the matter in detail?

Very-truly,

Mr. Gilbert Melville,
Galveston, Texas.

Dear Sir: Replying to your letter of the 18th inst., would-say that I-have known Clifford Nelson since he-was-a little boy. I-have always found him honest and faithful in everything, and accurate in all his work. He-did-a good-deal of the technical legal work for-us, as he-has rare knowledge of everything in-the legal line, and I-think he-can handle almost any case.

I-shall feel very-much pleased if my influence will help young Nelson to secure a position in-your office. With best wishes,

Yours-truly,

Mr. Lionel Pillsbury Fletcher,
Calumet, Mich.

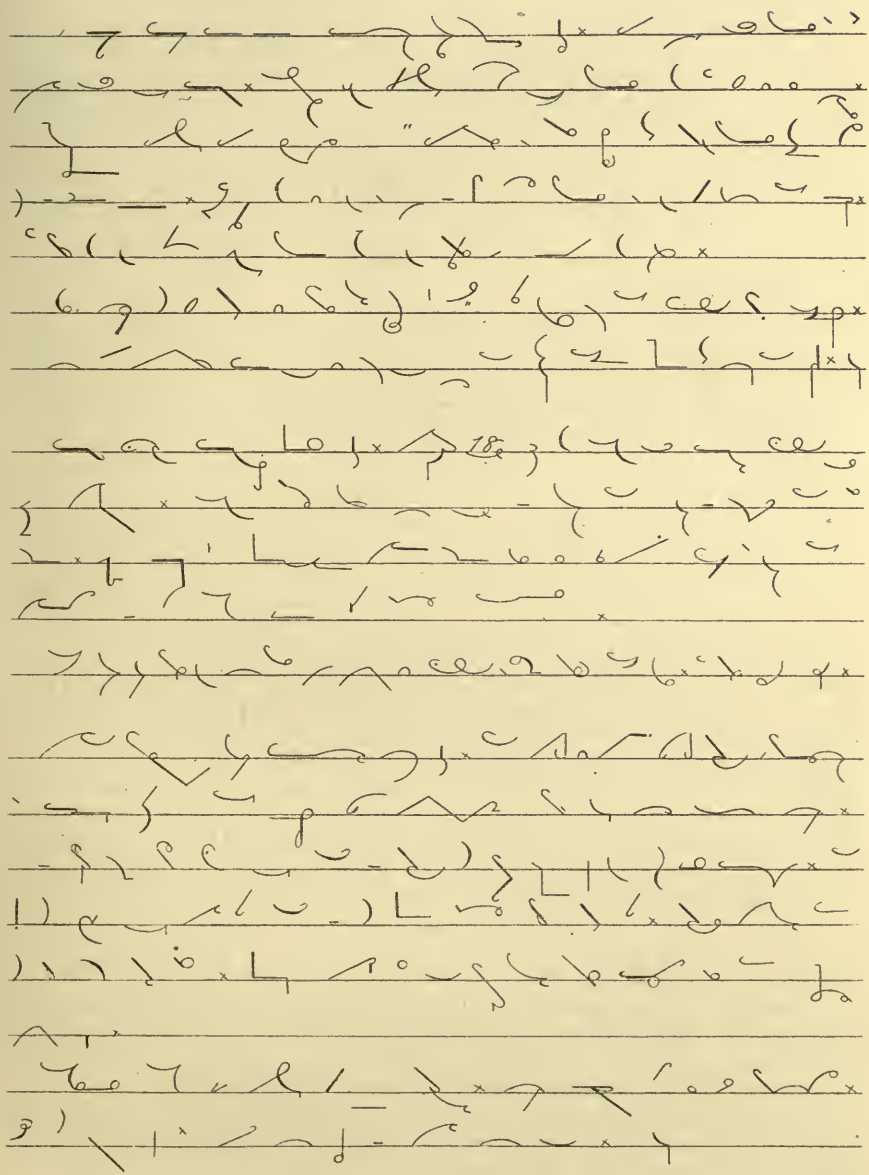
Dear Sir: I-am writing you regarding Walton Bonnell, the blacksmith of Glencoe, who-was in-an accident while repairing a plough for-a man named Mitchell.

A splinter or a spill fell on-the iron, and Bonnell was obliged to-take it off so-that he-could-see clearly. In doing so, he fell on a red hot iron and was struck almost blind by-the heat. Bonnell's left ankle was burned quite badly, also. Dr. Randall is now applying-a fluid, possibly glycerine, to-his ankle, and-it-seems to help considerably.

In-this-case, I-think he-should receive-a large sick benefit. Mitchell cannot-be held, as he-is blameless. What-is-your opinion about it? Write me at-once and let me know.

Very-truly,

WRITING EXERCISE



LETTER WRITING EXERCISE

Mr. Ralph Gladstone,
Laurel, Delaware.

Dear Sir: We-have decided to lengthen the hours for our adult workers. It-will make but little difference to-them; but as-the child labor law becomes effective next week, we-shall-have to dismiss all the children, although they are very capable in their work and-have challenged anyone to keep up with-them.

It-is-necessary that we call a meeting at-once and notify all our workers of the change. The salaries will-be raised accordingly.

Yours-truly,

Mr. Abel Belmont,
Milwaukee, Wis.

Dear Sir: Will you please advise me about Clifford Nelson? He-is applying for-the position of clerk in-my law office, and-has referred me to you. I-have had an interview with him and he seems-to be well educated and very clever; still I should like to-have you tell me just what-you know and think about-the boy.

Yours-truly,

Mr. Wilbur Talcott,
Belle Plaine, Iowa.

Dear Sir: As my clerk will-be away most of the time this month, I-wish you-would help me out in-the meantime.

Claudius Gillman's case will-be-called first, so I-will-give you some points on-the-subject:

Not-a long-time-ago, the plaintiff, Claudius Gillman, and-the defendant, Rubel Wycliffe, lived in different towns. The defendant was then in-the implement business, and employed the plaintiff to-do work for him in-one of the New England states—I-think it was Maine. At-the suggestion of the defendant, the plaintiff delivered damaged goods, and knowing this, swore that-they were perfect. Now, the parties who bought the implements are suing Gillman, and he, in turn, is suing his former employer. But, all-men-are responsible for their-own actions, so it-may-not-be-an easy matter for Gillman to win.

Let me know if you-will help me out in-this-case.

Yours-truly,

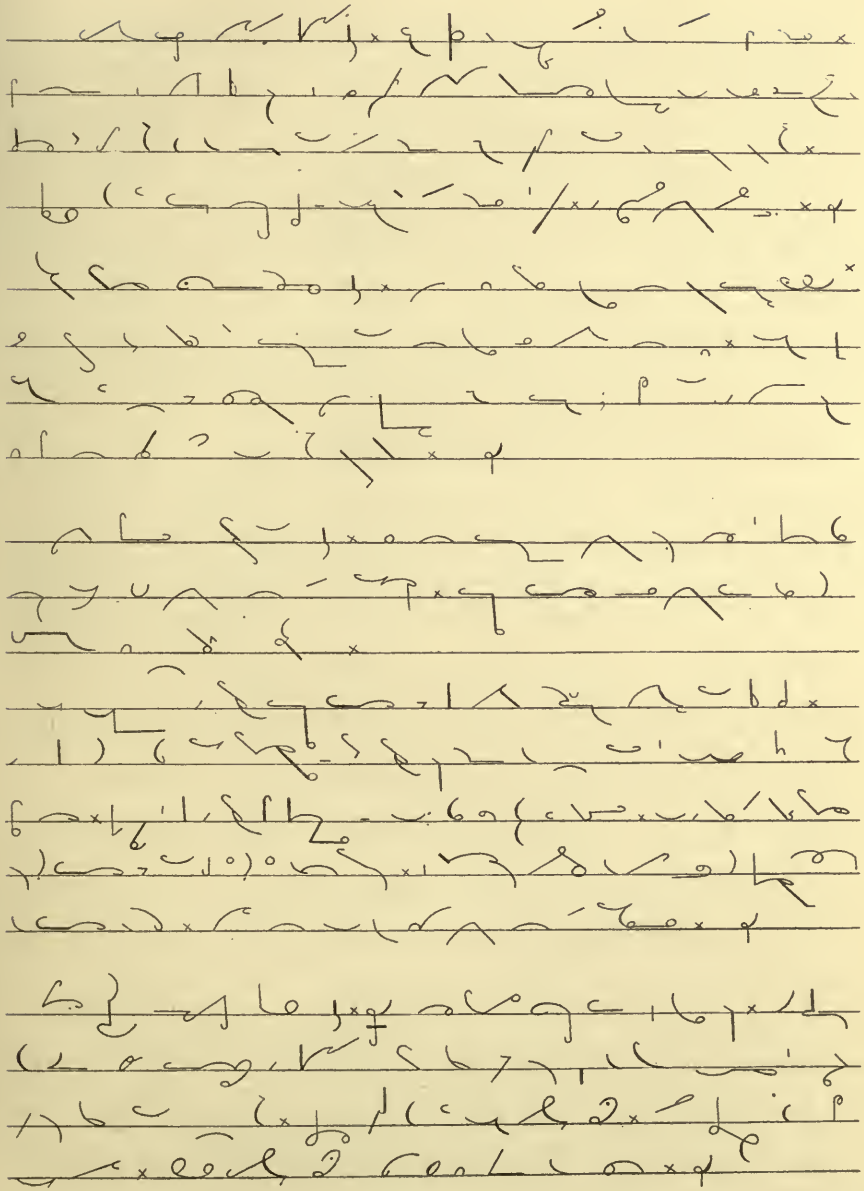
Mr. Hillman O'Donnell,
Carrollton, Tenn.

Dear Sir: Your stenographer, Miss Florence Milton, called at our office to-day. She declared that-your company sent-us-the clam shells the Delaware people found, and which are considered very valuable on-account of the pearls which are found in some of-them.

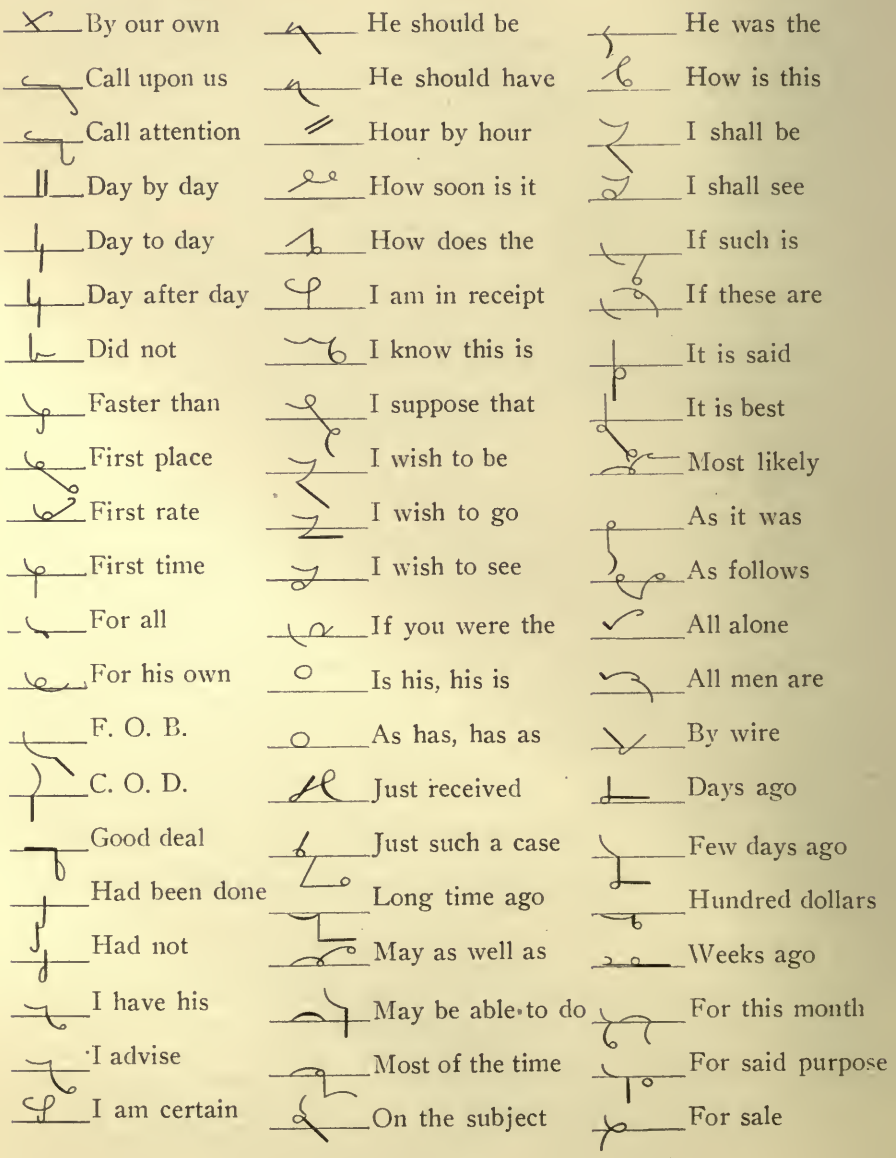
It-seems strange that we never received-the shells. However, it-is-possible that they are still on-the road. As-soon-as we receive-the shells, we-will send you check for same.

Yours-truly,

LETTER WRITING EXERCISE.

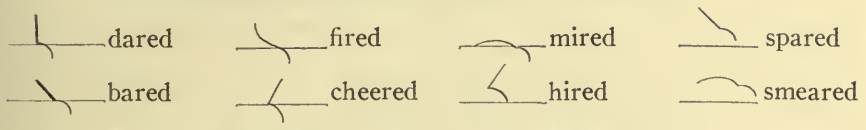


CONTRACTIONS. PHRASE AND SENTENCE WRITING.

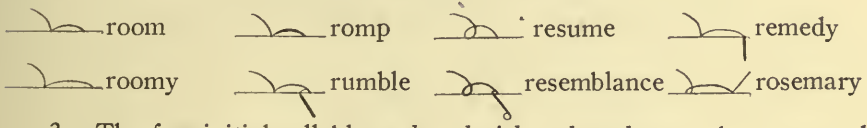


THE USES OF THE R STROKES

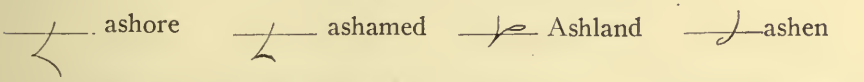
1. The R stroke is formed half-length to add T or D.



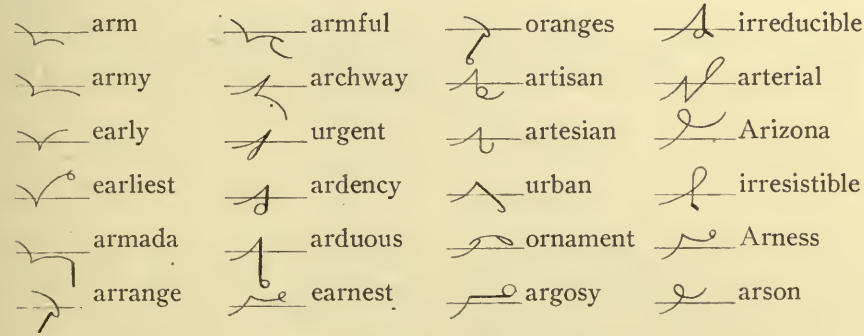
2. The R stroke is used initially before M, Sm or S-m.



3. The few initial syllables *ash, esh, ish, osh, ush,* must be expressed by the Sh stroke written downward in Third Position.



4. The R stroke used initially does not form a facile joining with the alphabetic strokes other than L, M, K and G. Therefore, the upward form of Sh stroke in Third Position is used to express initial *ar, er, ir, or, ur,* before all alphabetic strokes except L and M, and in some cases K and G. This stroke is termed the upward R stroke.



The student should give special attention to the instructions in paragraph 4. If the sound of L or M follows the initial sound of -r, the downward -r stroke should be written; if -r is followed by k or g, the student writer may use either -r stroke, preference to be given to the upward form, however, generally.

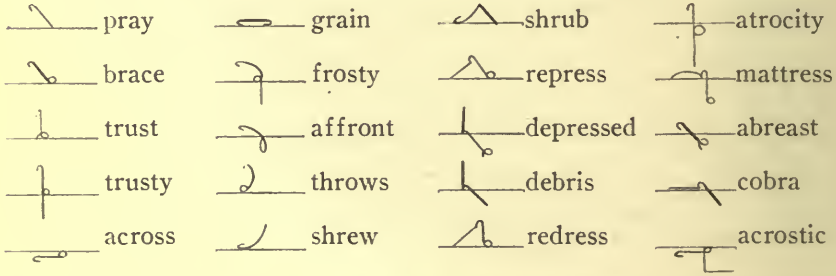
The upward -r stroke may be written in Fourth Position to express *sar, ser, sir, sor, sur, cer* before strokes T, D, Ch, J, F, V, and N.

ILLUSTRATIONS OF COALESCENT R

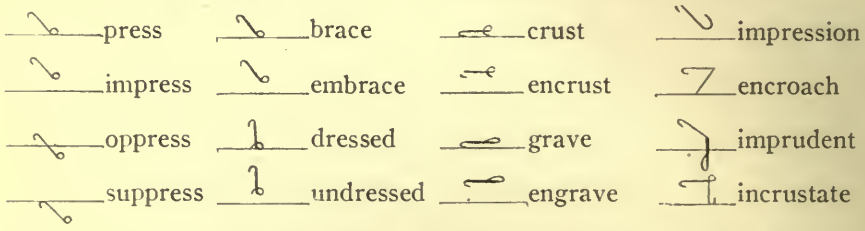
1. The sound of R blends or coalesces with that of P, B, T, D, K, G, F, Th and Sh, thereby forming the coalescent combinations Pr-, Br-, Tr-, Dr-, Kr-, Gr-, Fr-, Thr-, Shr-. A vowel sound always follows these blended or coalescent consonants.

2. The sound of R, blended as above shown, is expressed by a small initial hook on the under side of K and G, and on the left hand side of P, B, T, D, Sh, F and Th.

3. S and R (Sr) does not blend or coalesce, and W is silent in the combination Wr-. Therefore, we employ the S and W forms of strokes with small initial hook to represent Thr- and Fr-, thereby keeping the hooks on the left hand and concave side of all the strokes above named. The Shr- stroke must be written upward.



4. The R hook strokes may be written in First Position to express the initial syllables *am, em, im, om, um* before Pr-, and Br-; and to express *an, en, in, on, un* before Tr-, Dr-, Kr-, Gr-, Fr- and Thr-.

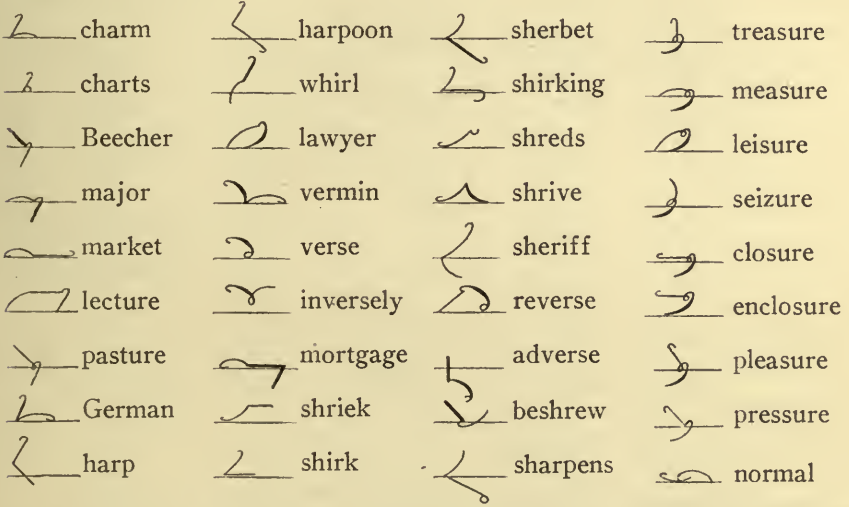


5. These R hook strokes may be formed half-length to add T or D. The method of distinguishing between final *ts*, and *dz*, set forth in paragraph 2, page 87, may be employed with these coalescent R strokes also.

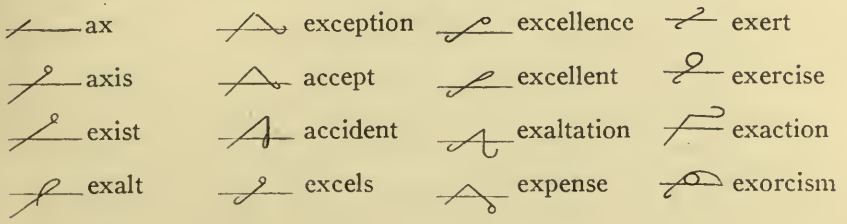
PRINCIPLES GOVERNING THE USES OF R HOOKS

1. A small initial hook on the left-hand side of Ch, J, H, Wh, Y, V, and on Sh stroke written downward; and on the concave side of M and N expresses *ar, er, ir, or, ur* immediately after the sound of the stroke, thereby expressing the syllables *char, cher, chir, chor, chur; jar, jer, jir, jor, jur; har, her, hir, hor, hur; whar, wher, whir, whor, whur; yar, yer, yir, yor, yur; var, ver, vir, vor, vur; shar, sher, shir, shor, shur; mar, mer, mir, mor, mur; nar, ner, nir, nor, nur,* respectively.

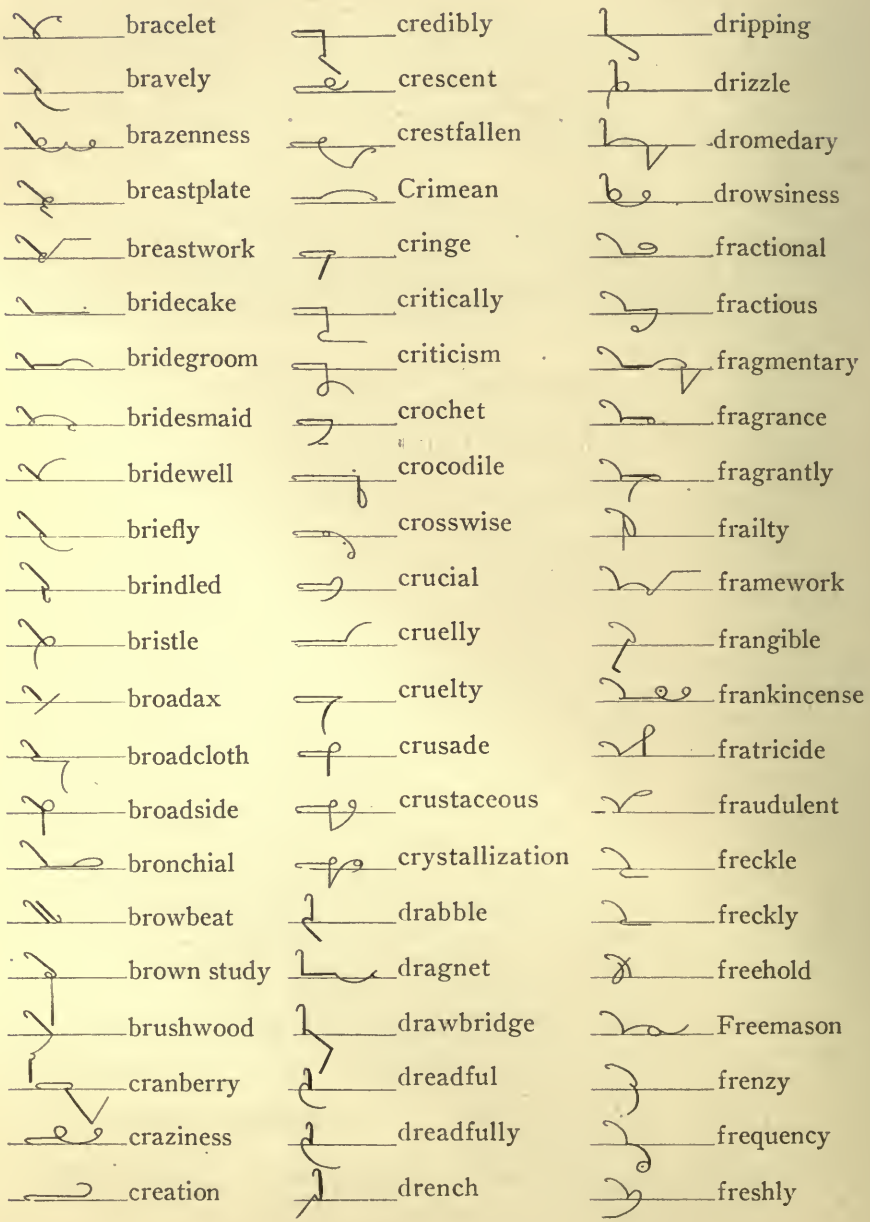
2. The V-r stroke takes the form of Qu- stroke with initial hook, in order that the R hook may be formed on the left hand side of all vertical and inclined strokes. The V-r stroke may be written in First Position to express *an, en, in, on, un* immediately preceding the sound of V-r. The V stroke, with small initial hook, must be used to express V-l, as already set forth.



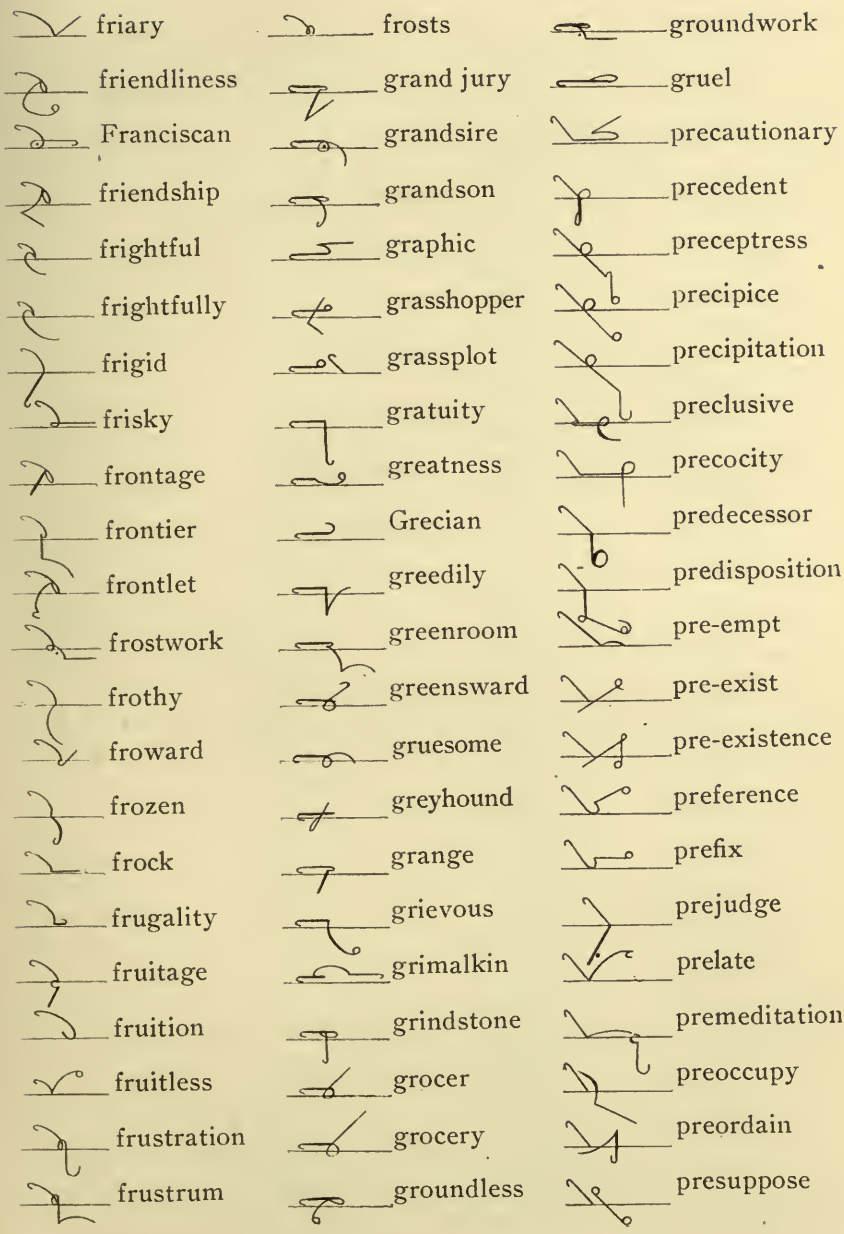
3. The initial syllables *ax, ex, ix, ox, ux,* and *ac,* as in *accept, accident,* etc., are expressed by the Ray form of stroke in Third Position. This Ex stroke may be modified by the L and R hooks. A short vowel sound is indicated between the Ex stroke and the L or R hook.



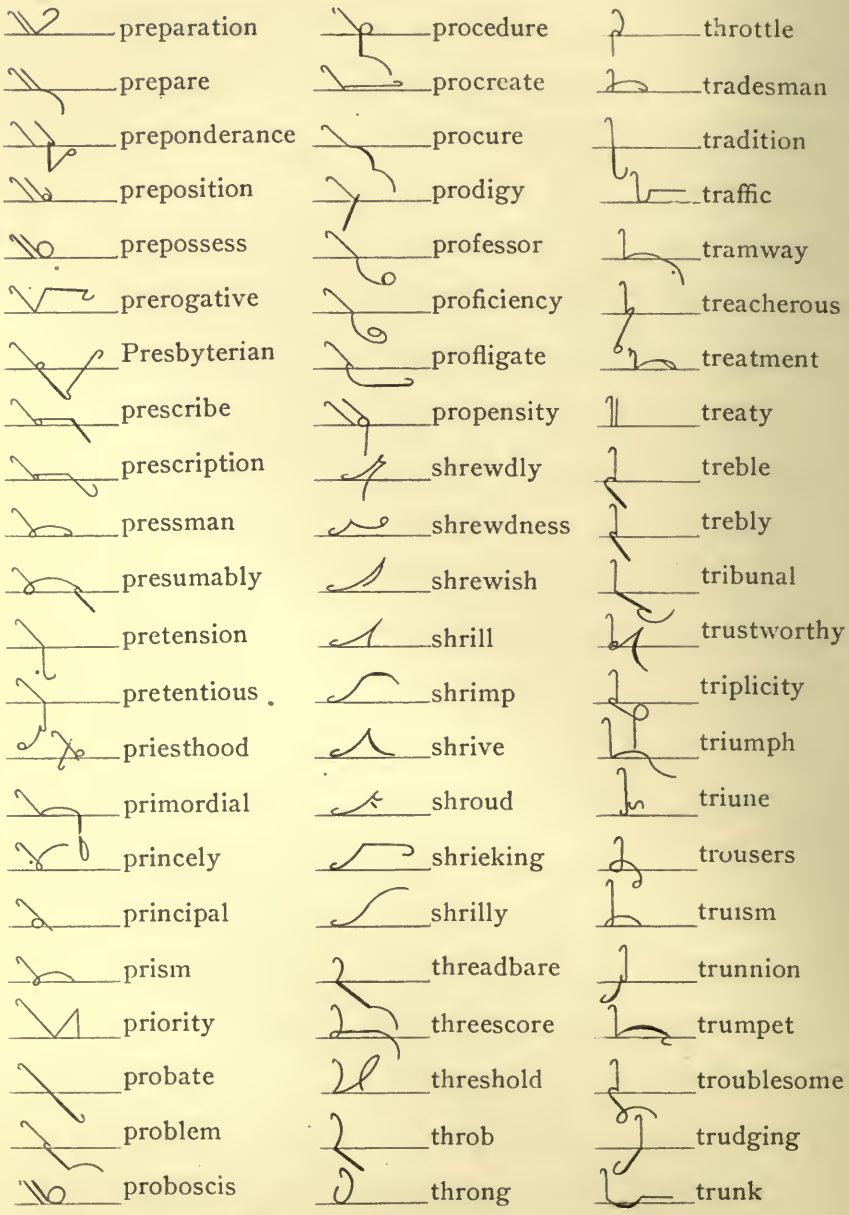
ILLUSTRATIONS OF COALESCENT R



ILLUSTRATIONS OF COALESCENT R



THE COALESCENT R



WRITING EXERCISE

bracelet
craziness
dreadful
fractious
freshly
frontlet
grateful
prefix
prepaid
priority
prodigy
shrink
treasury
triplicity
brachial
create
fragile
frigid
fruitage
gratuity
gridiron
shrivel
treaty
brasier
fruitful
prepare
problem
fretful
shrew
probate
prattle
fruitless
Grecian
freckly
friary
cruciate
drabble
dripping
credibly
criticise
crucial
frisket
gruel
briefly

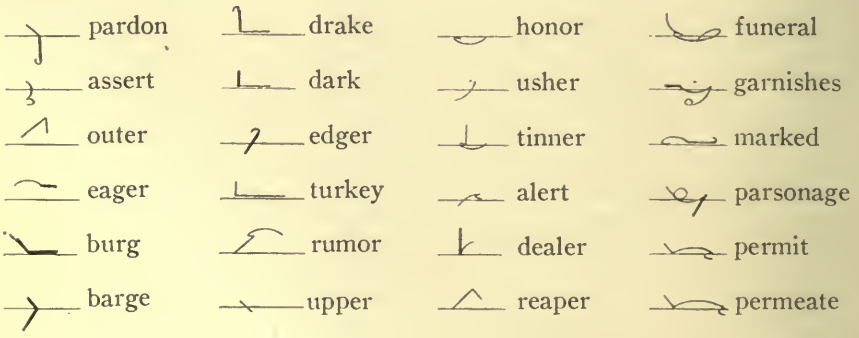
Charlie
shrub
thrifty
cruelly
drizzle
frailty
hard
shirk
shriek
shreds
chart
charts
shorts
nature
pasture
prepay
proceed
bravely
reverse
pressure
measure
closure
frontage
fructify
teacher
lecture
German
Germany
harmony
lawyer
crustily
dreamer
critically
freckle
fretfully
fruition
grandson
diverse
diversely
backyard
enclosure
frugality
grandeur
grossness

precocity
crosswise
broadside
fratricide
freshness
trisyllabic
bridewell
bronchial
greatness
grievously
primeval
profligate
threshold
tram-road
triumph
browbeat
fragrantly
frolicsome
grimalkin
precision
prepense
crescent
criticism
freehold
pressman
primordial
proclivity
propensity
shrewish
tram-way
adversely
precipice
predecessor
prejudge
preparation
prescribe
prima-donna
professor
shrinkage
threepence
treatment
trisyllable
braggadocio
brochure

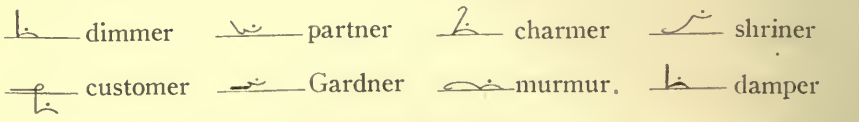
creature
fragrance
croton-oil
frothiness
grandsire
gravitation
grievance
predispose
premium
shrewdly
threescore
friendliness
brazenness
crystallization
shrewdness
frowardness
preciseness
predisposition
premeditation
prescriptive
predominate
preliminary
fragmentary
fraudulent
prescription
proficiency
groundwork
precipitation
crimination
broadcloth
bridegroom
cross-examine
frankincense
frightfully
preceptress
Presbyterian
threadbare
priesthood
crustaceous
dreadfully
frost-work
grand jury
groundless
creation

STROKES MAY BE SHORTENED TO ADD R

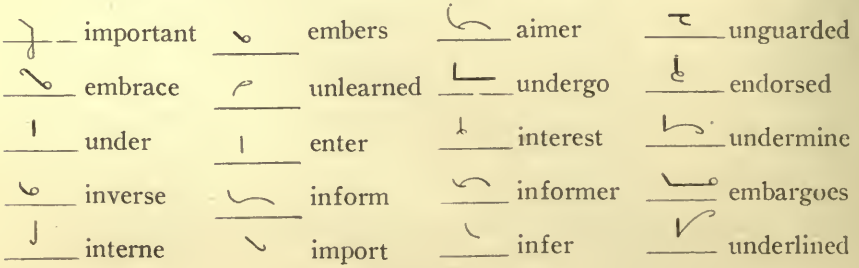
1. All the strokes of the Consonant Alphabet may be formed half-length to add *ar, er, ir, or, ur,*—the vowel having the short sound. But the R-hook forms for *ch-r, j-r, m-r, n-r, sh-r* and *y-r,* should be employed *initially* in all words; and *medially* and *finally* also where they form a facile joining. All other half-length strokes are used initially, medially and finally in all positions.



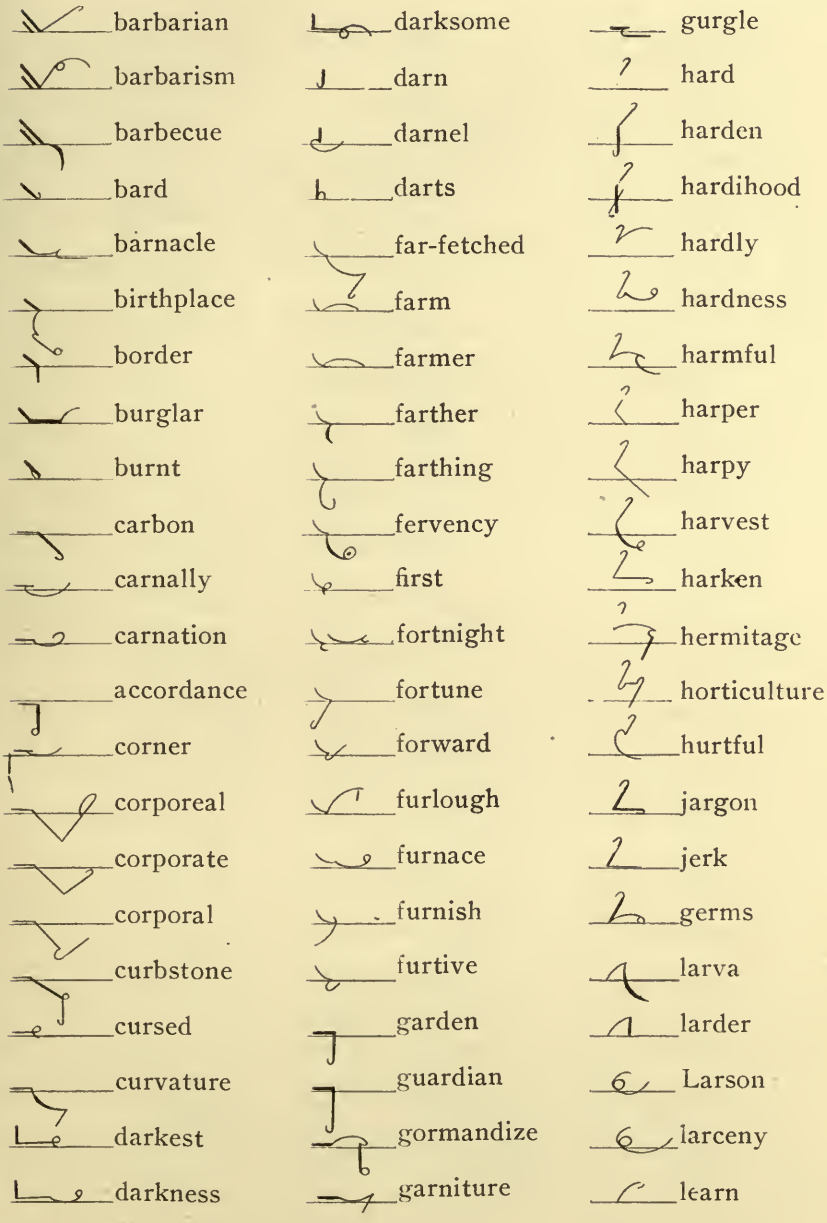
2. Strokes M and N formed half-length may be used medially and finally where the R hook on M and N does not form a facile joining; but, they must be dotted to distinguish them from M and N strokes shortened to add T.



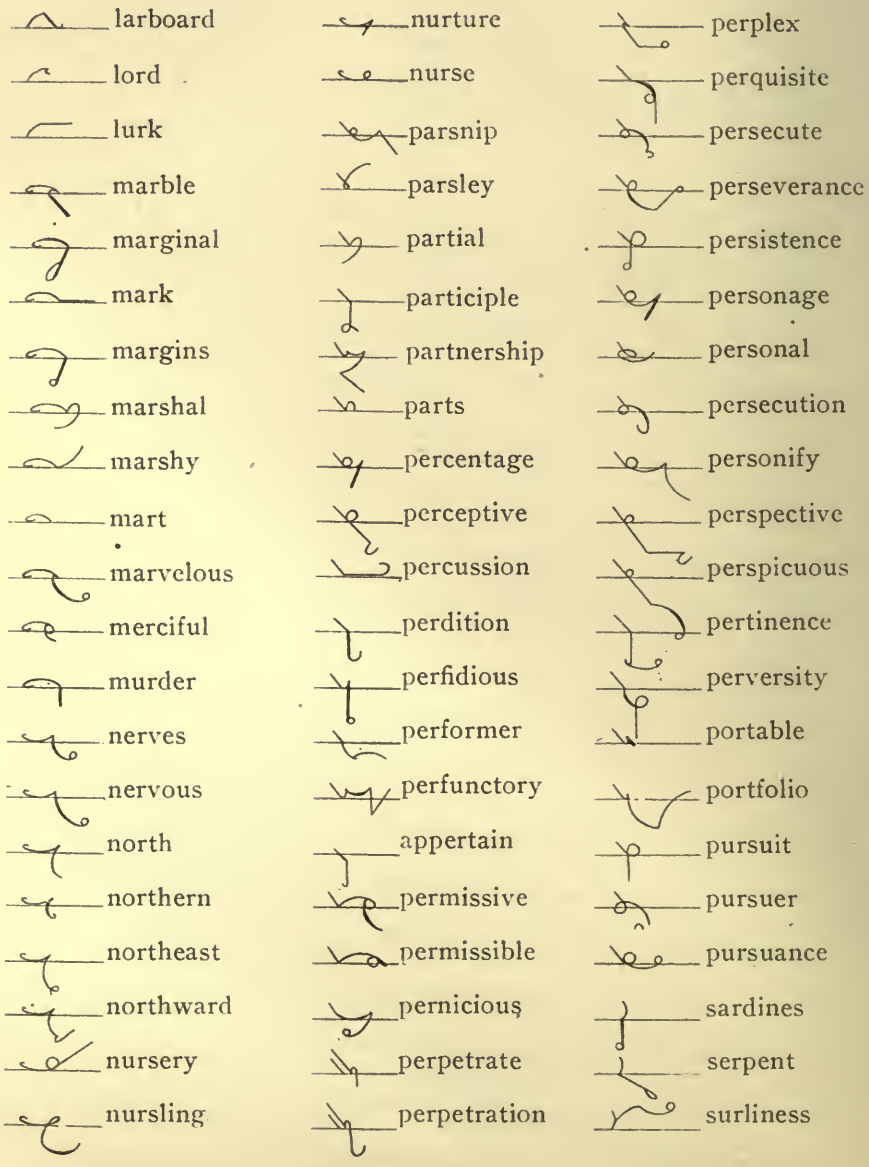
3. Above half-length strokes may be written in First Position to express the initial syllables *am, em, im, om, um* before P and B, and *an, en, in, on, un* before any other half-length stroke.



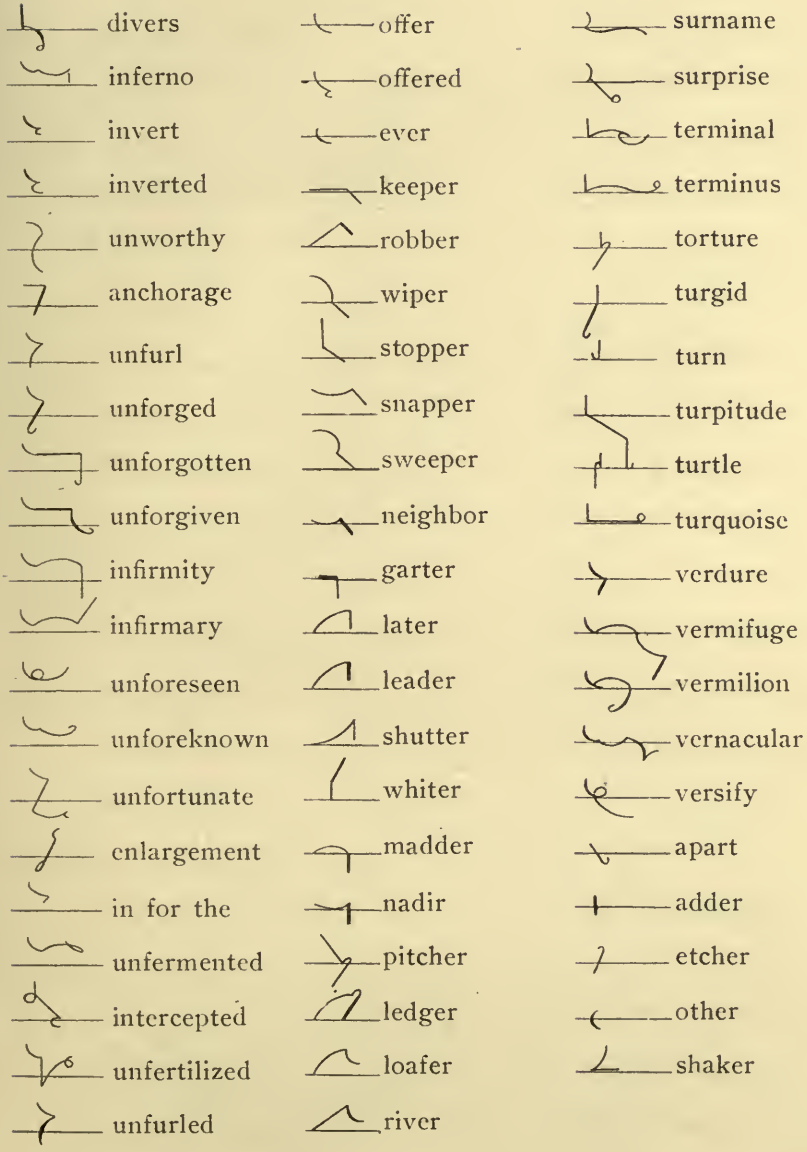
ILLUSTRATIONS OF THE HALF-LENGTH STROKES



ILLUSTRATIONS OF THE HALF-LENGTH STROKES



ILLUSTRATIONS OF THE HALF-LENGTH STROKES



Because there is nothing

Before no other

Before or since

Best recollection

Best of your recollection

Further than, for their own

Call your attention

From time to time

From day to day

From hour to hour

From year to year

From house to house

From place to place

For my own part

For the purpose of their

For the purposes of

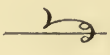
Great while ago

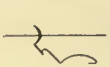
Greater or less

Great part of

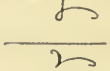
Had there been

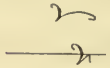
We had therefore

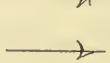

Ought to have been

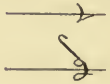

Season of the year

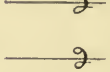
Send us by return mail

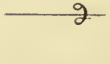

Ten thousand dollars

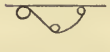

Four thousand dollars

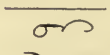

To all of those

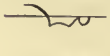

Of all that I am


We are very glad


We shall be glad

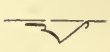

Week after next

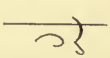

You should not have

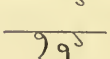

I am glad to see

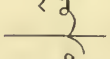
As low as possible

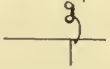
And as there is

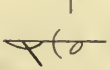

And as there has been

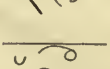

Should there, the other


But the other one

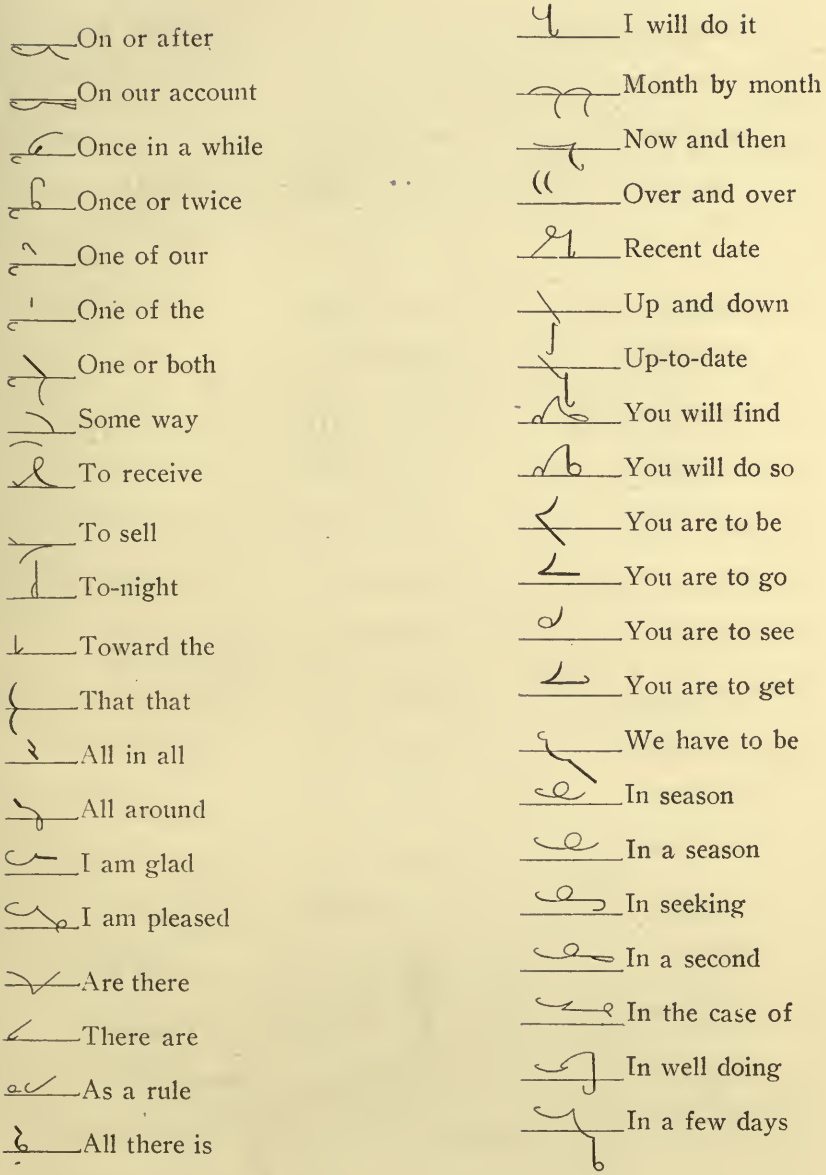

Any other one


Any statement

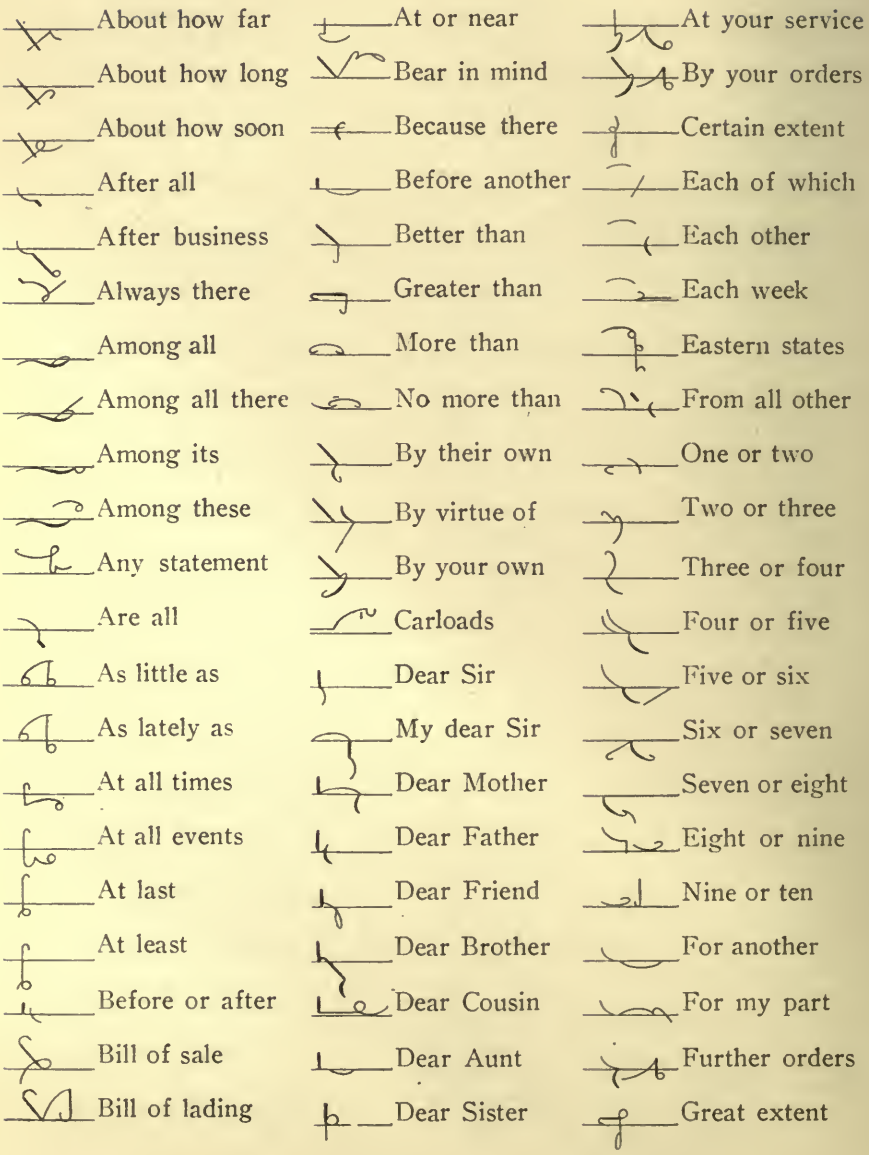

Any part of their


As there is no other

PHRASE AND SENTENCE WRITING



PHRASE AND SENTENCE WRITING

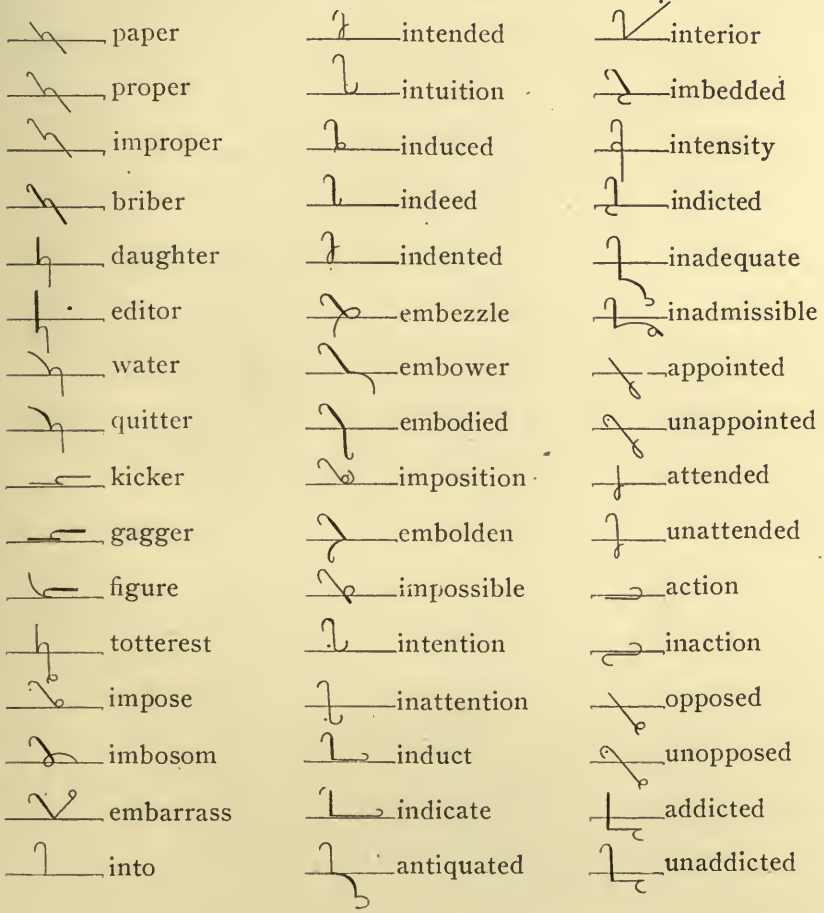


PRINCIPLES GOVERNING THE USES OF R HOOKS

1. A wide initial hook on the left-hand side of P, B, T, D, and on the under side of K and G expresses *ar, er, ir, or, ur,* immediately after the sound of the stroke, where such strokes are used medially and finally. These syllabic strokes are made half length to add the sound of either T or D.

2. Above strokes modified by the wide initial hook are used in both the Second and Third Positions; but, when thus used, the wide initial hook expresses the initial syllables *am, em, im, om, um,* before P and B; and the initial syllables *an, en, in, on, un,* before T, D, K and G.

3. To change an initial *-m* hook to an *-n* hook, insert a dot within the hook.

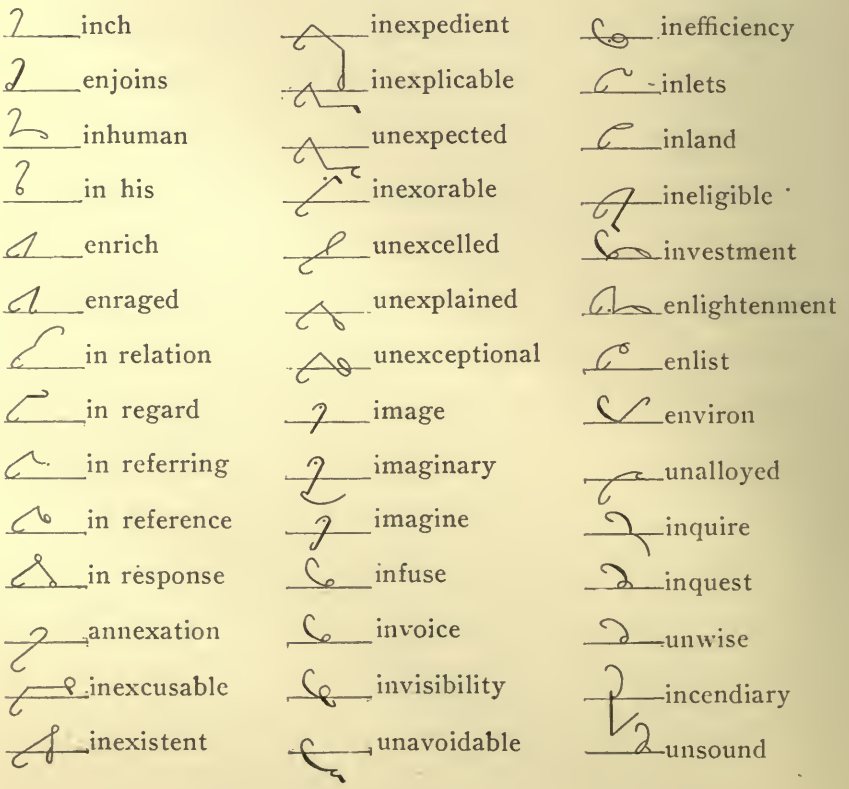


USES OF THE INITIAL -M, -N HOOKS

1. The initial syllables *an, en, in, on, un,* preceding Ch, J, H, Wh, Ray and Ex strokes may be expressed by a wide initial hook on the left-hand side of Ch, J, H, Wh, and on the under side of Ray and Ex strokes.

2. The initial syllables *an, en, in, on, un* preceding F, V, Th, L, S, Z, W, Sh, Y, N and Qu, and the initial syllables *am, em, im, om, um* also, preceding F and M may be expressed by a wide initial hook written on the concave side of the strokes; and such strokes may be written in both Second and Third Positions. But, in Third Position, a short vowel sound precedes the sound of the stroke letter, and therefore, comes immediately after the sound of the initial syllables expressed by the wide hook.

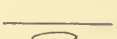
3. To change an initial *-n* hook to an *-m* hook, insert a dot within the hook.

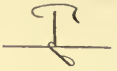


WRITING EXERCISE

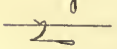
jerk	enlist	unforged	corporate
bars	inviron	informer	dormant
offer	gurgle	improper	permission
ever	firmness	tottered	parsonage
into	marble	intended	barbarism
later	martyr	embower	harmony
editor	unsound	merchant	birthplace
water	fortune	trimmer	inducement
vigor	furtive	adversity	inadequate
lord	harden	intention	incendiary
first	march	interior	invisibility
north	merge	intimated	neighborly
border	mercury	account	partnership
corner	murmur	darkness	persistence
cursed	northern	farther	ineligible
farm	nurture	intuition	unexcelled
garnet	portrait	intimates	unavailing
action	sardines	embossed	inattention
enjoys	serpent	impunity	imposition
infuse	verdure	appointed	unlearned
version	partialty	inaction	unguarded
ledger	perceive	enlighten	horticulture
proper	perjury	ascertain	parsimony
alert	portfolio	personify	enlargement
vapor	terminal	impurity	unappointed
better	vermin	margins	unopposed
figure	vertical	portion	in referring
indeed	offered	surname	unexceptional
inches	cheaper	attended	inefficiency
annex	leader	indicate	enlightenment
imagine	carnal	indicted	unforgiven
inquire	intense	partake	unburdened
carbon	perplex	darkest	termination
cornice	pursuit	forward	pursuance
corn	surprise	persecute	permissive
crane	versify	impolite	northwardly
curtain	assert	partisan	marvelously
inform	reaper	participle	harmonious
debtor	farmer	performer	accordance
mercy	furnish	perpetrate	investment
hardly	figured	dormitory	unexpected
harvest	induced	indisposed	impossible
hurtful	inveigle	northward	unforeseen
market	hardship	unworthy	perspective
cornet	trotter	embolden	percentage

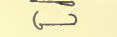
PHRASE AND SENTENCE WRITING

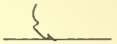

In some other


Do you believe

Mr. President

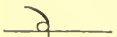

To your account

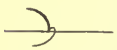

On one occasion

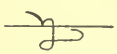

On the part of

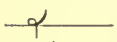
Part of your

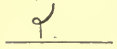
Promissory note

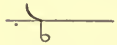

Quite certain

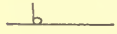

Quite sure

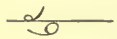

Quarter section

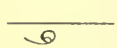

Yours truly

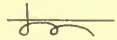

Yours very truly

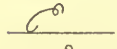

Very truly yours

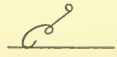

Truly yours


Yours sincerely


Sincerely yours


It seems to me


Unless it is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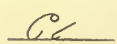
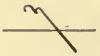
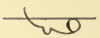
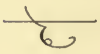
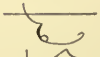
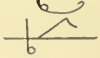

Unless there are

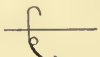

In all probability


If it is necessary

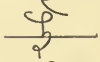

If there is none

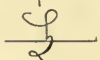

If there is no one

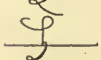

It is therefore

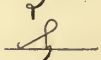

It was to have been

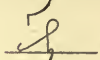
I am in receipt of your favor

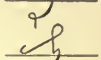

I am in receipt of your esteemed letter


I am in receipt of your esteemed favor


I am in receipt of your esteemed order

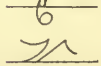

We are in receipt of your letter

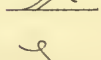

We are in receipt of your esteemed letter

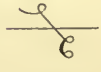

We are in receipt of your favor

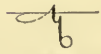
I decline to say

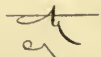
I do not think so

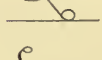

I shall therefore


I suppose there is

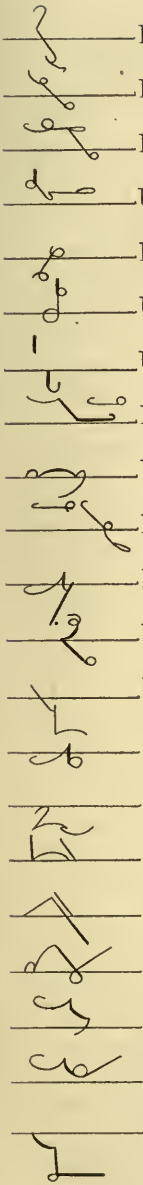

In order to do so


In order to have

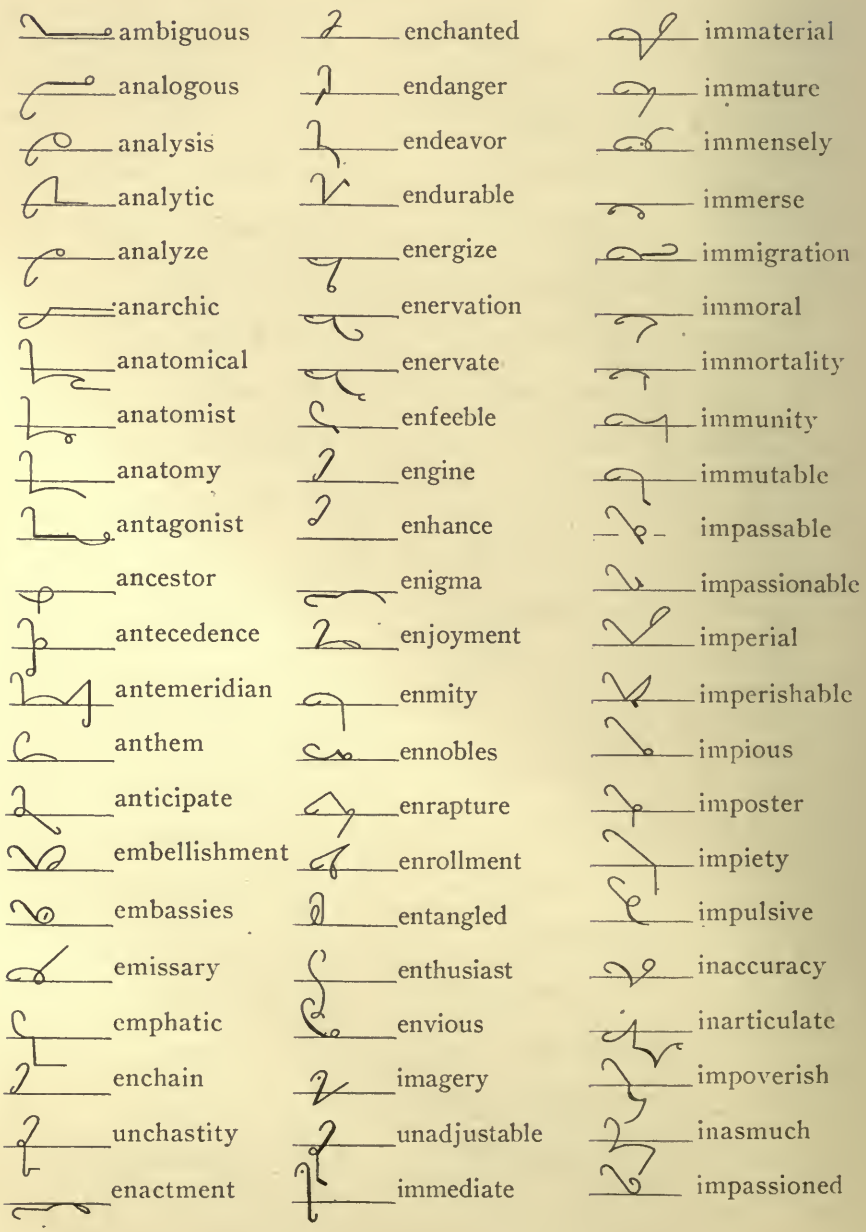

Is not possible


Is there any objection

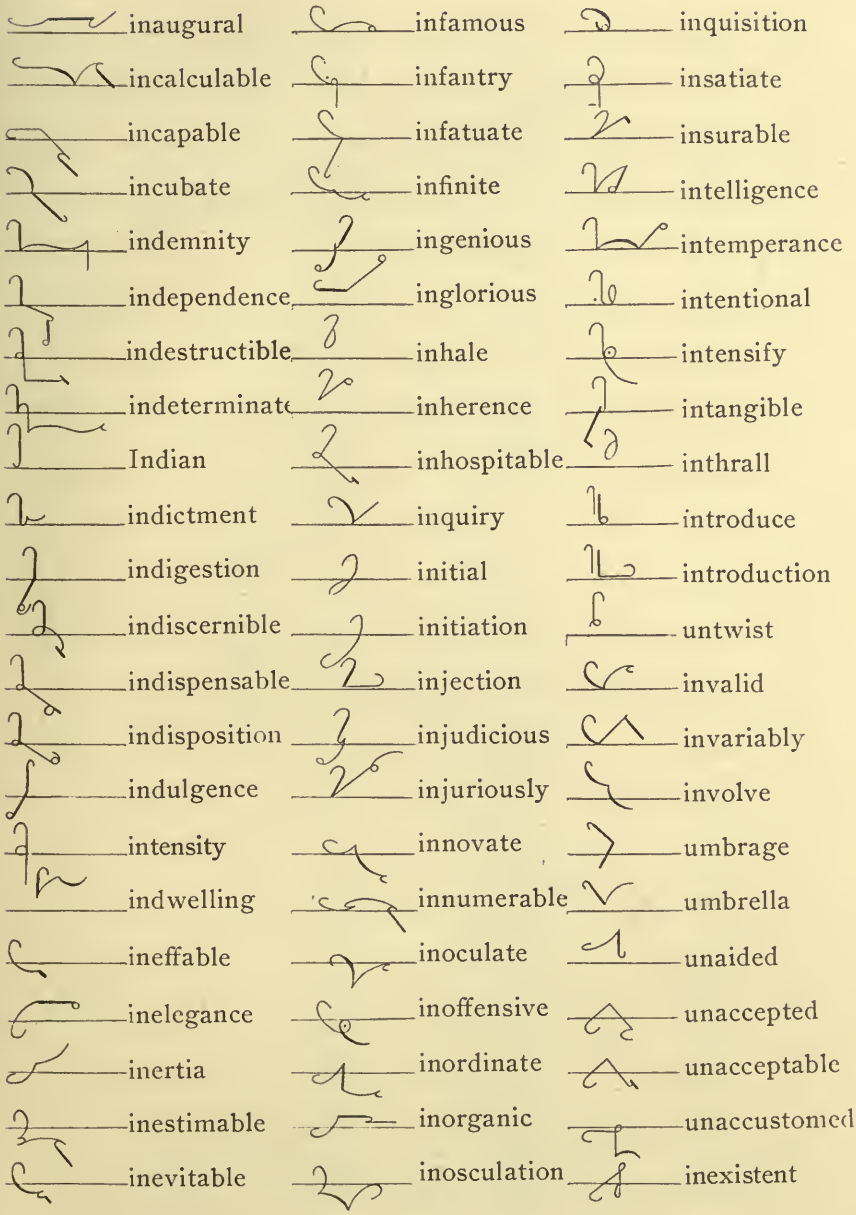
PHRASE AND SENTENCE WRITING


In hoping for the
In the first place
In the second place
Under separate cover
In as much as it
Under the circumstances
Under consideration
I beg to inclose
You may be sure
Inclosed please find
In order to judge
What is your business
Up to the time
In order to see
In such manner
Democratic party
Republican party
You will be sorry
I am very sure
I am very sorry
Several days ago
Some years ago
State how many
Railroad company
Railway company
Real estate
To call attention
While there is
Without doubt
Without that
All my attention
A contract
A great deal
A great many
And is not
And of the
Any other time
In a day or two
In a day or so
There are none
At any rate
Railroad station

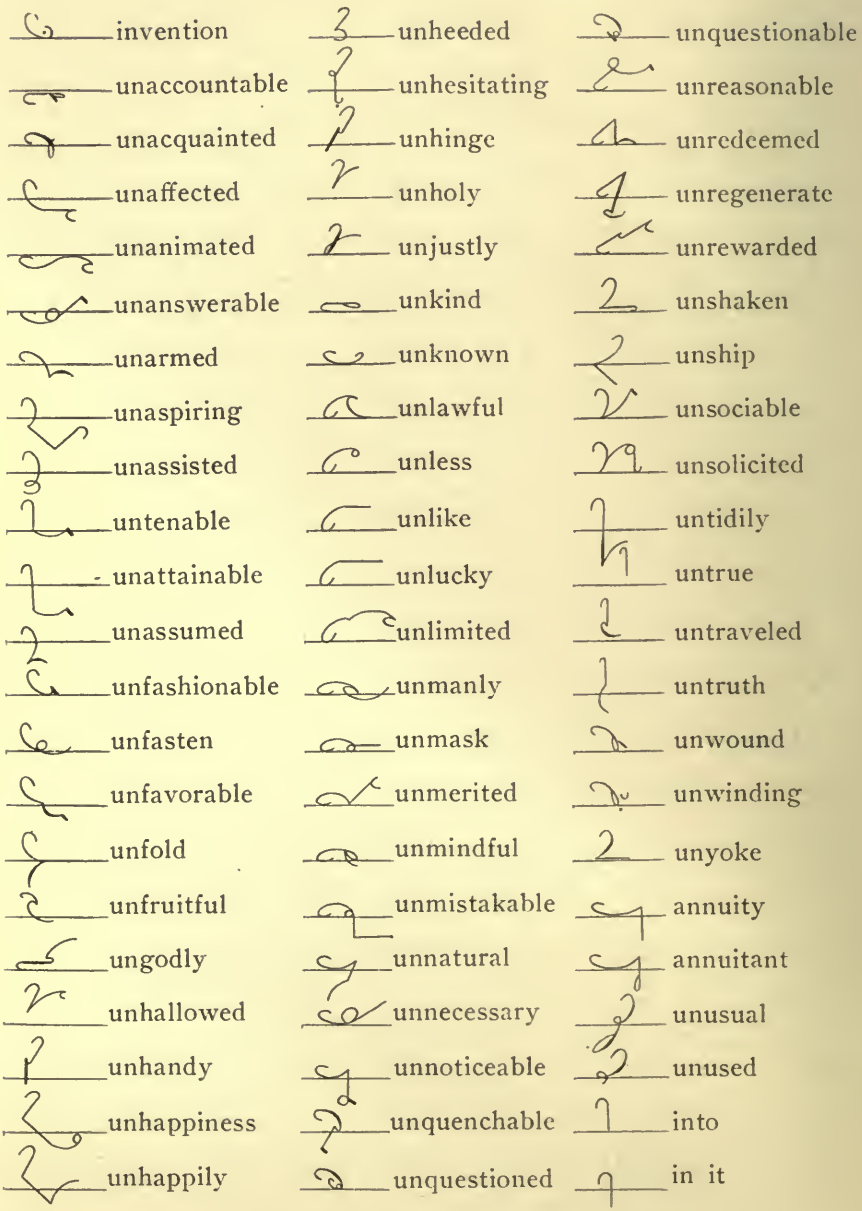
ILLUSTRATIONS OF THE -M -N HOOKS



ILLUSTRATIONS OF THE -M -N HOOKS



ILLUSTRATIONS OF THE -M -N HOOKS



WRITING EXERCISE

impel	suppressed	intentional	antecedence
plied	imperial	invitations	impossible
unjust	impurity	umbrella	indescribable
unless	inaction	unassisted	inelegance
unfair	indelible	unceasing	inadmissible
entail	indicate	incessant	impoverish
enact	infallible	ungallant	indeterminate
impart	analysis	untenable	embellishment
unwise	ancestor	inordinate	enactment
untrue	endanger	inoculate	unsociable
implied	unfasten	unwritten	unregenerate
supplied	unhandy	untimely	indemnity
pressed	unknown	unmerited	impassable
unused	impious	unlawful	impassioned
indorser	enchant	unlimited	unworthiness
industry	entangle	unhappily	anatomical
unyoke	imitator	unshaken	unmistakable
annual	energize	unfeigned	unquestionable
Indian	enravish	unsolicited	unpardonable
inquire	unmask	entangled	unaccountable
insure	untidily	analogous	imperceivable
intense	emissary	impolitic	unavoidable
another	unusually	unfurled	unrighteous
unborn	envelope	impeached	unredeemed
infinite	uncalled	impassive	unnecessary
entitle	immodest	invention	unfavorable
entirely	impatient	introduce	unhappiness
infidel	inglorious	endeavor	immaterial
unable	unlucky	enjoyment	immaculate
invade	innovate	anticipate	endowment
unapt	insurable	embarrass	unassumed
inherit	imbecile	infectious	unaffected
initial	untraveled	ambitious	intelligence
enrage	unvarying	imperfect	embroidered
enigma	endurance	inaccuracy	introduction
invalid	enrapture	incapable	unacquainted
inhuman	immigrant	immense	unanswerable
injustice	unfinished	unworthy	unfortunate
insatiate	indictment	intimately	unnoticeable
imperil	incalculate	inability	unreasonable
import	unmanly	inaugural	unrewarded
antidote	unbiased	immunity	unvarnished
impressed	ingenious	ambiguous	indorsement
oppressed	enthusiasm	immovable	independence

THE ONE THOUSAND MOST FREQUENTLY USED WORDS

Sixth Installment.

across
address
agreement
appreciate
April
assure
board
born
bridge
bring
broke
brother
burn
capture
car
card
celebration
center
charge
children
Christmas
church
circular
cordially
country
course
court
cover
crowd
dark
daughter
December
degree
department
destroy
director
district
doctor
drill
driven
drown
effort
emergency
enter
entertain
entrance
express
extra
extreme
father
feature
figure
firm
first
four
forty
forward
fourth
free
Friday
friend
front
further
grant
great
heart
honor
horse
hurt
illustrate
important
imprison
improvement
increase
inform
information
interest
January
learn
letter
majority
March
matter
measure
mere
more
morning
mother
near
neighbor
neither
provision
never
newspaper
north
offer
other
over
part
perhaps
perfect
person
personal
pleasure
popular
preliminary
prepare
present
president
pretty
price
primary
principal
principle
print
prison
private
proceed
progress
promise
prompt
proper
property
prove
provide
rather
recover
refer
reference
regard
report
restrain
return
river
Saturday
search
short
sir
sister
prefer
steamer
suffer
support
sure
surprise
teacher
term
theater
third
thirty
three
through
Thursday
track
train
travel
treasure
trip
trouble
true
truly
trust
try
turn
understand
warm
water
weather
winter
wonder
wonderful
world
yard
yesterday
yonder

MISCELLANEOUS PRINCIPLES

1. *Fulness,* as in *blissfulness, mirthfulness, truthfulness,* etc., may be expressed by F stroke written near to or through the preceding part of the word.

2. *Ship,* as in *seamanship, courtship, senatorship,* etc., may be expressed by Sh stroke written near to or through the preceding part of the word.

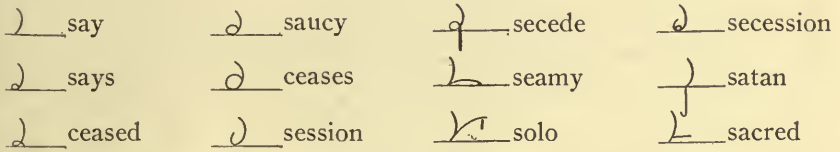
3. *Larity,* as in *polarity, hilarity, regularity,* etc., may be expressed by *l-rt.*

4. *Tality, tility,* as in *futility, mortality,* etc., may be expressed by *t-lt.*

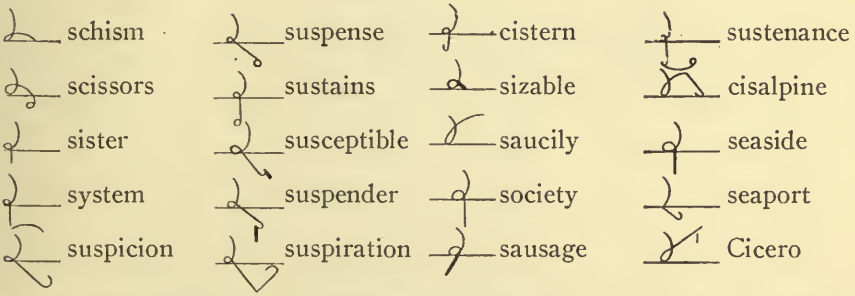
5. *Belness,* as in *feebleness, changeableness,* etc., may be expressed by *b-l-ns.*

PRINCIPLES GOVERNING THE USE OF STROKE S

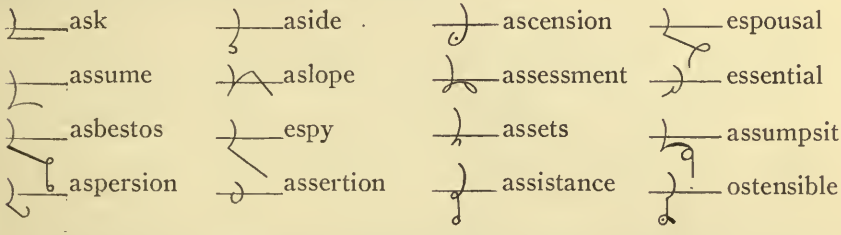
1. The S stroke is used initially in Second Position (a) when it is the only consonant in the word; (b) when it is followed by *shun*, *s-*, or *s-s;* and (c) in words of two or more syllables where it is followed by a long vowel sound.



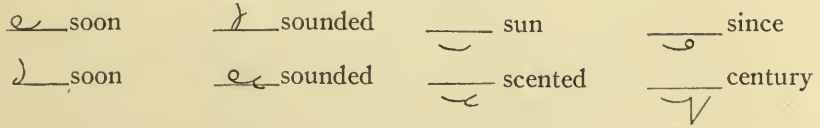
2. The S stroke may be used to express the initial syllables *s-s*, *s-z*, *s-s-*, *s-z-*.



3. The S stroke is used initially in Third Position to express a short vowel sound before the sound of S.

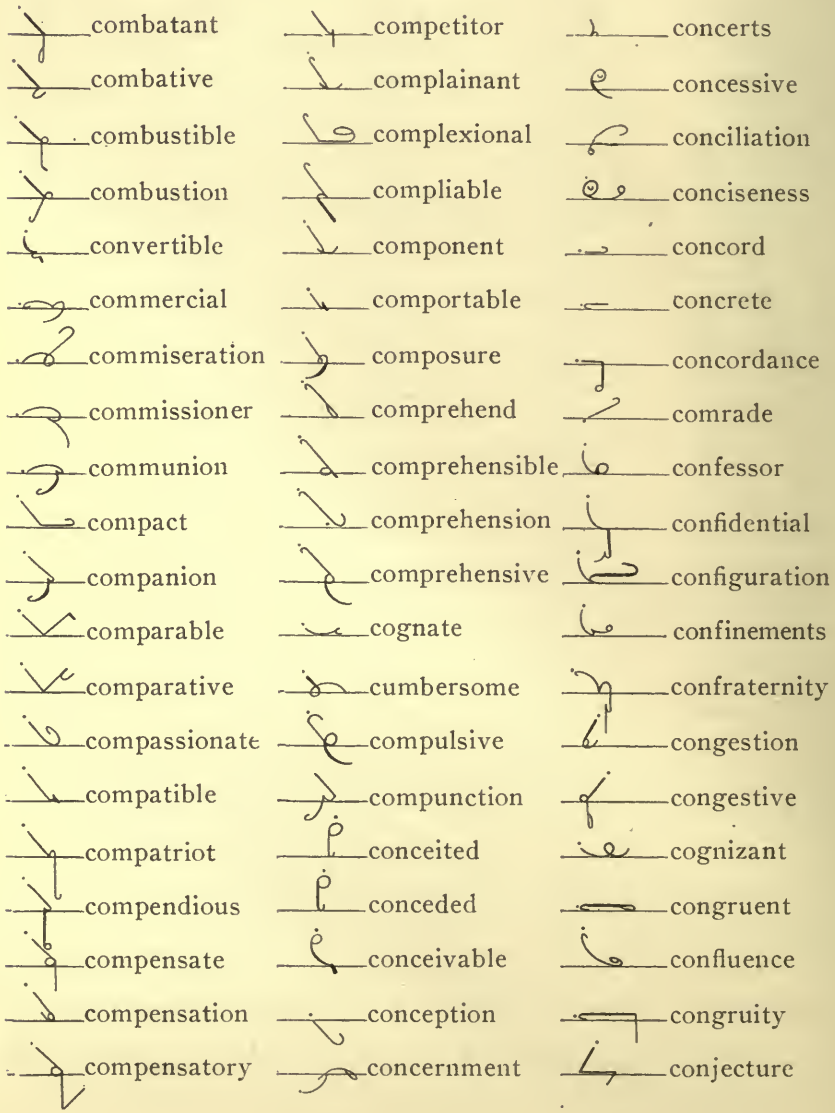


4. Either S stroke or C circle may be used to express S before a long vowel and N; but Fourth Position is used to express S before a short vowel and N.

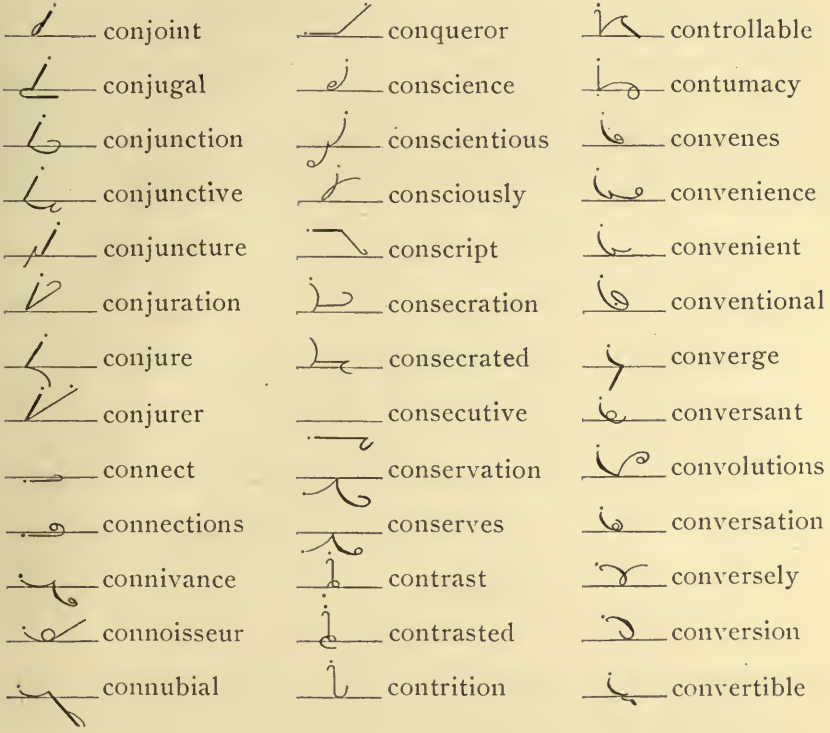


PREFIXES EXPRESSED BY DETACHED CHARACTERS

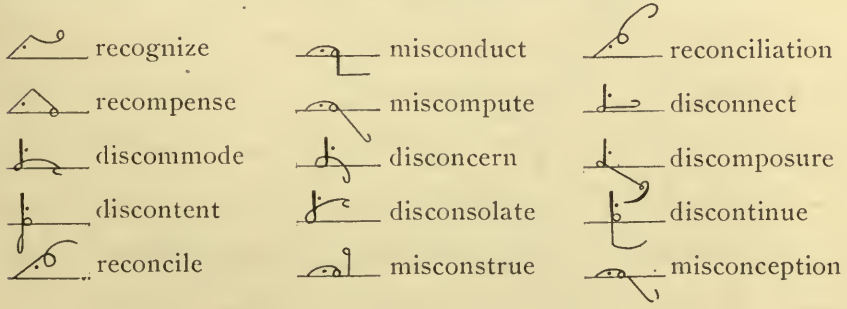
1. The initial syllables *con, com, cum, cog,* may be expressed by a dot or period written at the beginning end of the stroke that follows the prefix.



ADDITIONAL ILLUSTRATIONS OF CON, COM DOT



2. The syllables *con, com, cum, cog,* occurring medially, are expressed by the dot written on the right-hand side of a perpendicular or inclined stroke, and on the under side of a horizontal one.



METHOD OF EXPRESSING PREFIXES CON, COM, SELF, CIRCUM, ACCOM

1. *Con,* initial, may be expressed by the Ou stroke, modified by a small initial hook on the right-hand side; and *Com,* initial, may be expressed by the Ou stroke modified by a small initial hook on the left-hand side.

2. These hooks may be widened to prefix the initial syllables *in* and *un,* thereby expressing the initial syllables *incon, uncon; incom, uncom.* They may be closed into a circle to express *self-con* and *self-com,* respectively.

concise

consist

commute

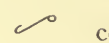
commit

come

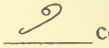
income

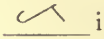
comedian

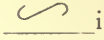
committee

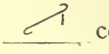

commence

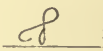
commended


commissions


incomplete


incoming

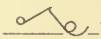

connote

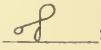

inconsistent

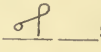
self-command

self-conscious

self-contented


self-complacent


self-consistent


self-conceit

3. *Self,* may be expressed by a small circle written at the beginning end of the stroke that follows. *Circum,* may be expressed by a small circle written near the middle of the stroke that follows. *Accom,* may be expressed by lengthened K stroke in Third Position. *Contra, contri, contro, counter,* may be expressed by a short stroke written at a right angle near the beginning end of the stroke that follows. *Magna, magni,* may be expressed by disjoined M stroke.

self-denial

self-esteem

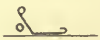
selfishness

self-interest

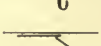
circumcision

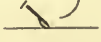
circumflex

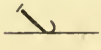
circumscribe

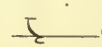

circumspect

accommodate

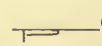

accomplish


contraband

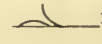

contribution


controvert

counterfeit

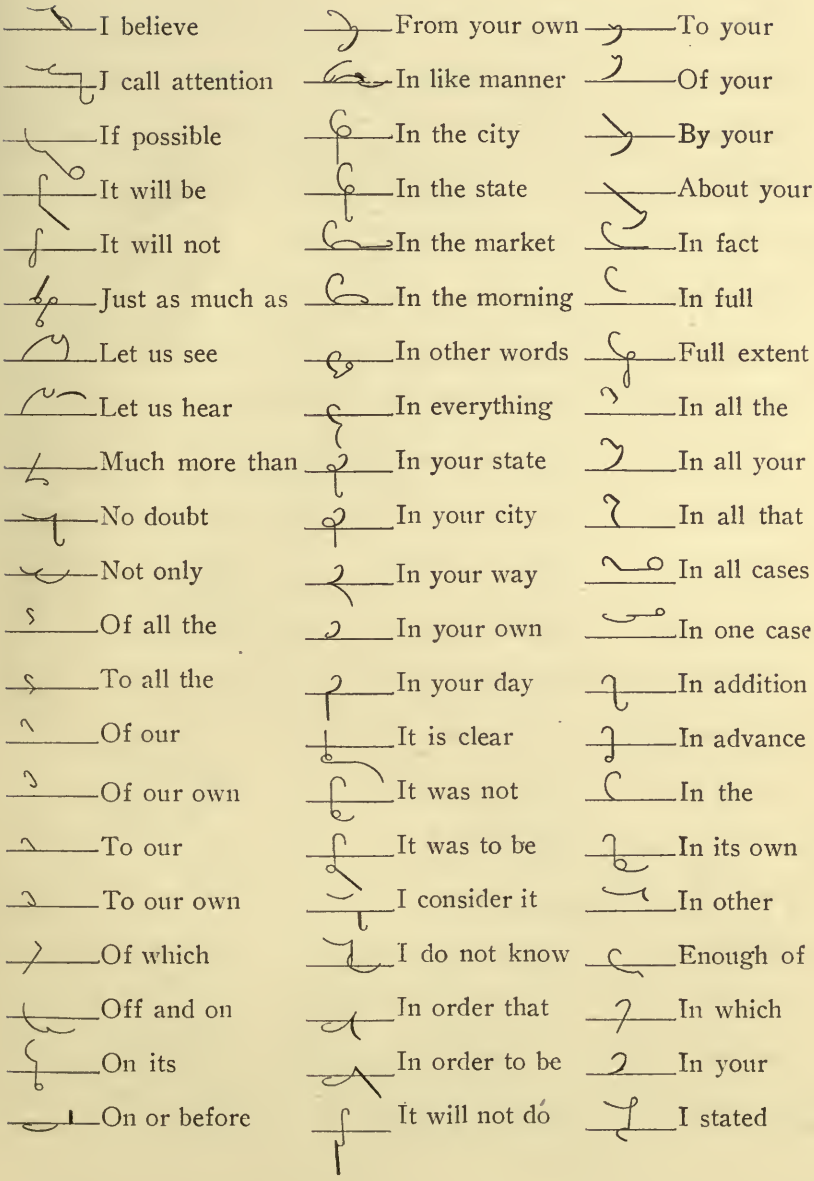

counteract

Magna Charta

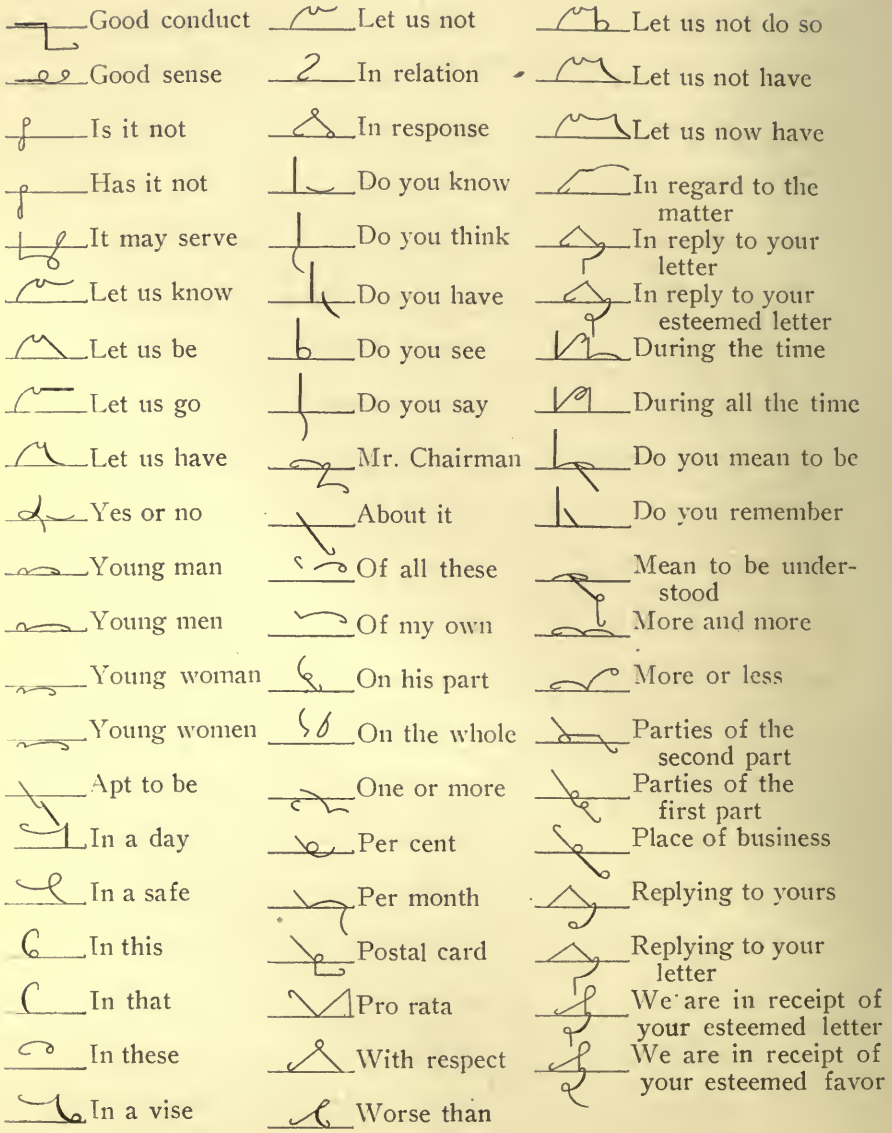

magnify

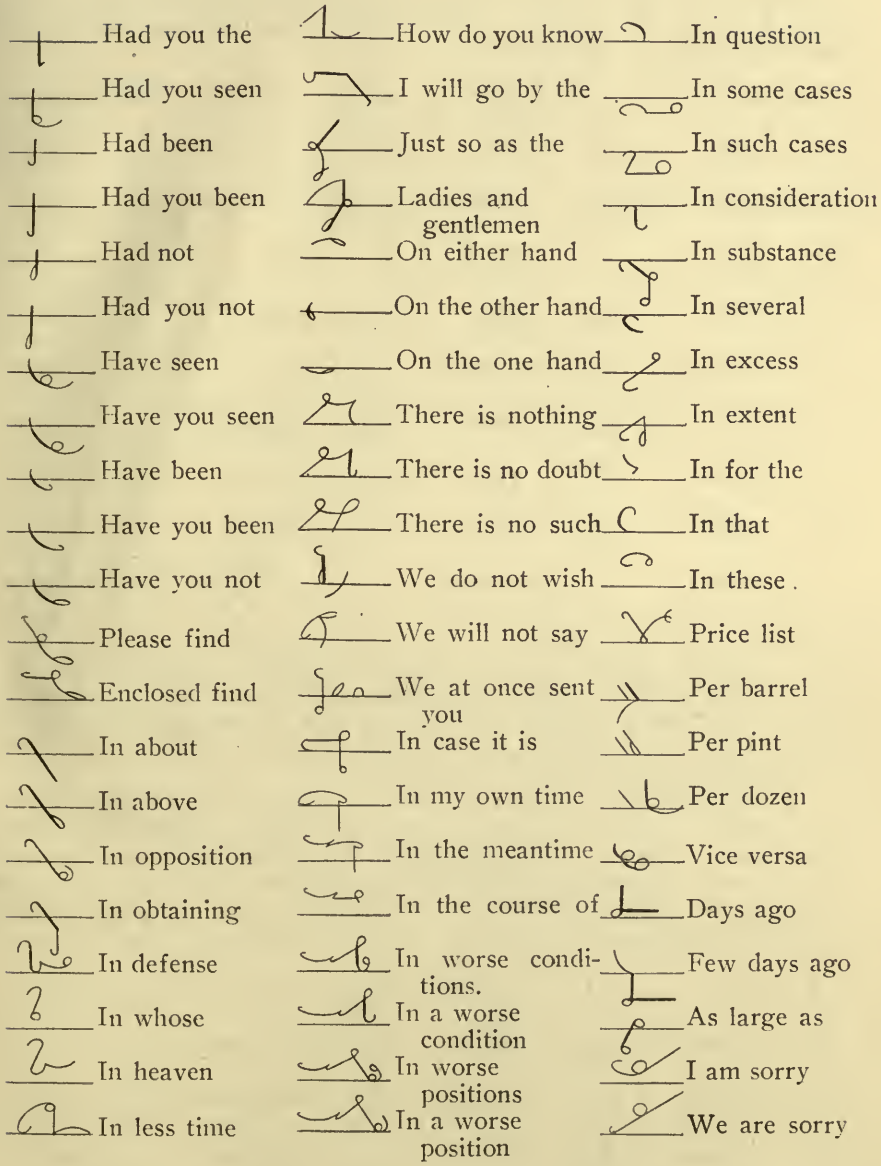
magnitude

PHRASE AND SENTENCE WRITING



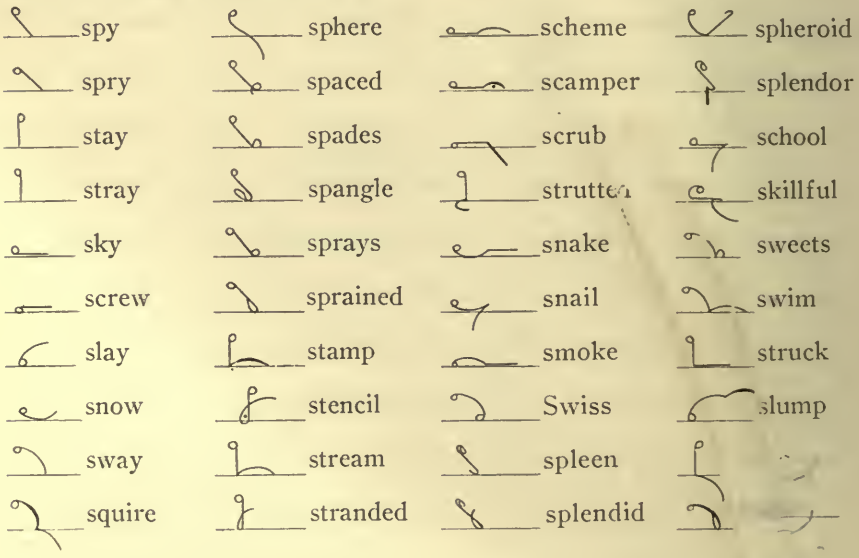
PHRASE AND SENTENCE WRITING




Had you the
Had you seen
Had been
Had you been
Had not
Had you not
Have seen
Have you seen
Have been
Have you been
Have you not
Please find
Enclosed find
In about
In above
In opposition
In obtaining
In defense
In whose
In heaven
In less time
How do you know
I will go by the
Just so as the
Ladies and gentlemen
On either hand
On the other hand
On the one hand
There is nothing
There is no doubt
There is no such
We do not wish
We will not say
We at once sent you
In case it is
In my own time
In the meantime
In the course of
In worse conditions.
In a worse condition
In worse positions
In a worse position
In question
In some cases
In such cases
In consideration
In substance
In several
In excess
In extent
In for the
In that
In these.
Price list
Per barrel
Per pint
Per dozen
Vice versa
Days ago
Few days ago
As large as
I am sorry
We are sorry

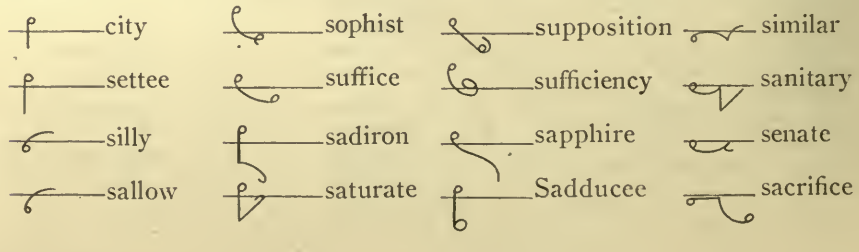
USES OF INITIAL S CIRCLE

1. Initial S may be expressed by the S circle written on the right-hand side of P and T; on the upper side of K; and on the concave side of F, L, M, N, W and Qu. It is written on the R hook side of P, T and K to retain the sound of R.



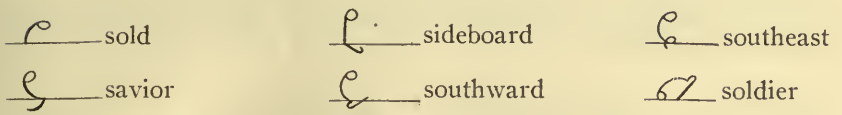
2. The Positional method of expressing initial, coalescent forth in paragraph 1, page 31, is briefer than the method abo and is preferable generally. However, words of common consonant outlines, such as *stake* and *stick; spoke* and *speak*, may be differentiated by employing the two methods.

3. S circle may be used initially on all Third Position strokes to show that a short vowel sound comes before the sound of the stroke, and that a second vowel sound comes immediately after the sound of the stroke. If deemed advisable to show whether the second vowel has the long or the short sound, the initial stroke may be lengthened and written according to the principles stated in paragraphs 5 and 6, page 21.

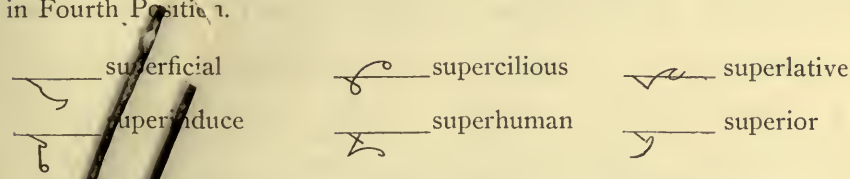


USES OF S CIRCLE

1. Illustrations of the use of initial C circle in Second Position.



2. The prefix *super* may be expressed by half-length P stroke (*s-per*) in Fourth Position.



Doubling a normal length stroke shows that its sound follows its own half-length sound.

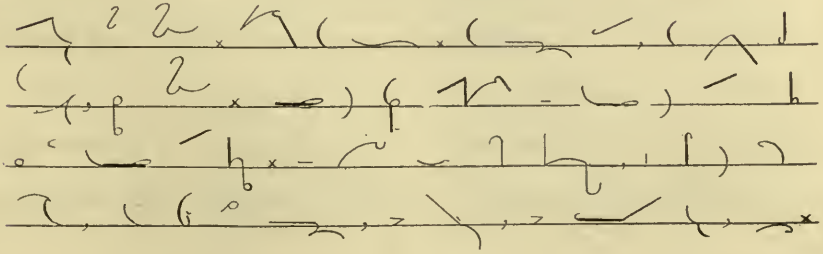
colm Glover,
eadville, Colo.
r Sir: I-am thinking of joining-the military band which played
ksonville, Florida, last winter. They played very classical
, and-have-a splendid band leader, whose name is Clarence Wen-
He-is-a relative of-mine, and I-feel very kindly toward him, as-he-has had such-a good influence over my son.

I should-think you-would join also, as-you are very musical, and play the flute quite well. Send in-your application with mine. The application fee is ten-dollars.

Let me know what-you decide to-do.

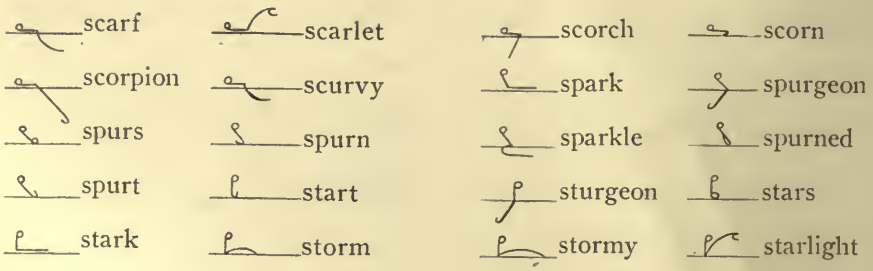
Very-truly,

READING EXERCISE

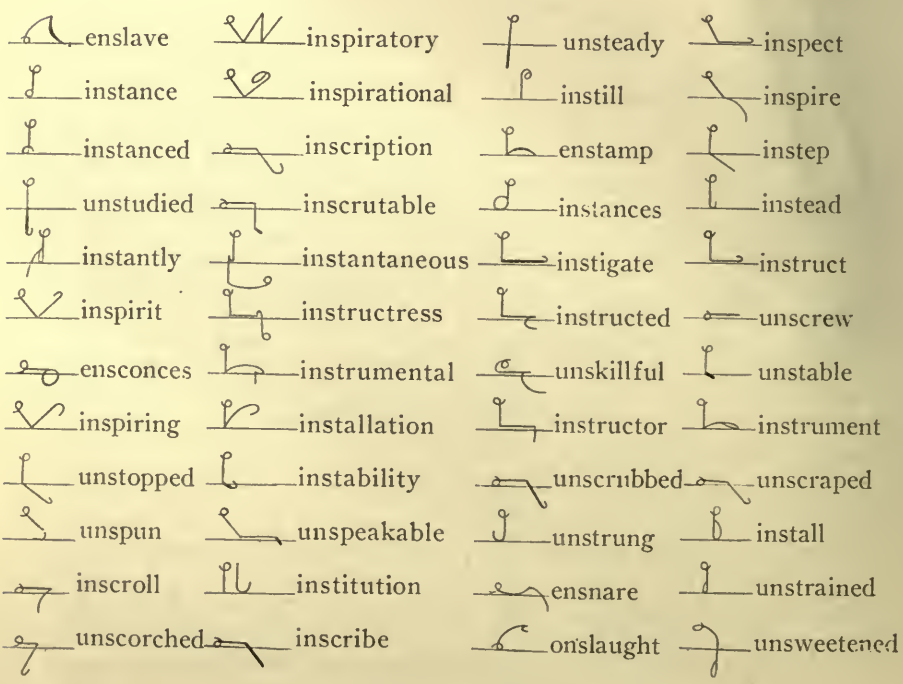


ILLUSTRATIONS OF INITIAL S CIRCLE.

1. Illustrations of the use of S circle in Second Position applied to half-length strokes.

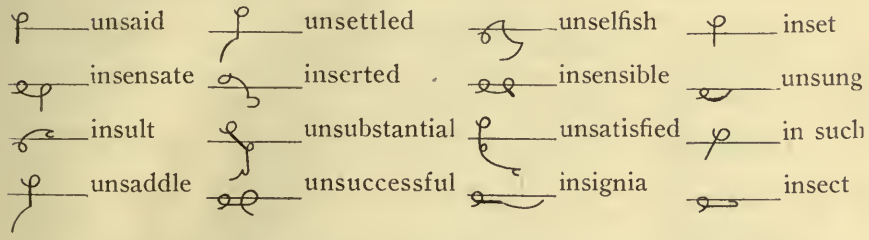


2. A large number of words commence with the initial syllables *an, en, in, on, un,* followed by coalesent S. In such words, the initial syllable is expressed by a short curl before the S circle.

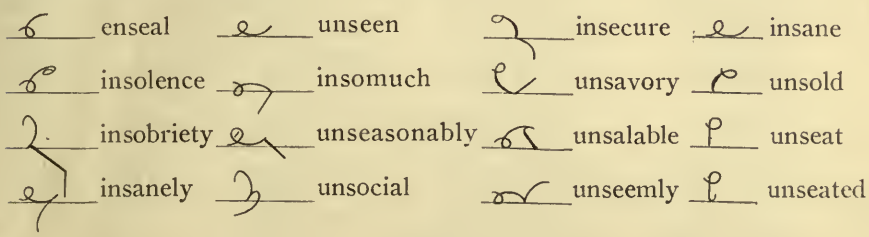


ILLUSTRATIONS OF THE -N HOOK BEFORE S

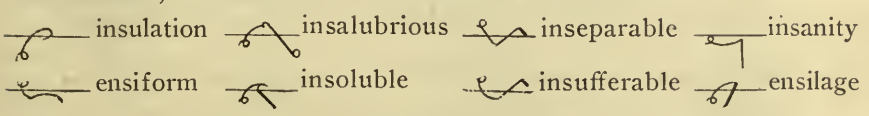
1. In words commencing with *an, en, in, on, un,* followed by the sound of S and a short vowel sound, the C circle may be used, and the stroke written in Third Position.



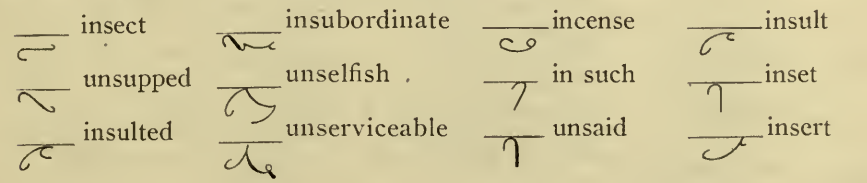
2. Where a long vowel sound follows the sound of S, in words commencing with *an, en, in, on, un,* the C circle must be used, and the stroke must be written in Second Position.



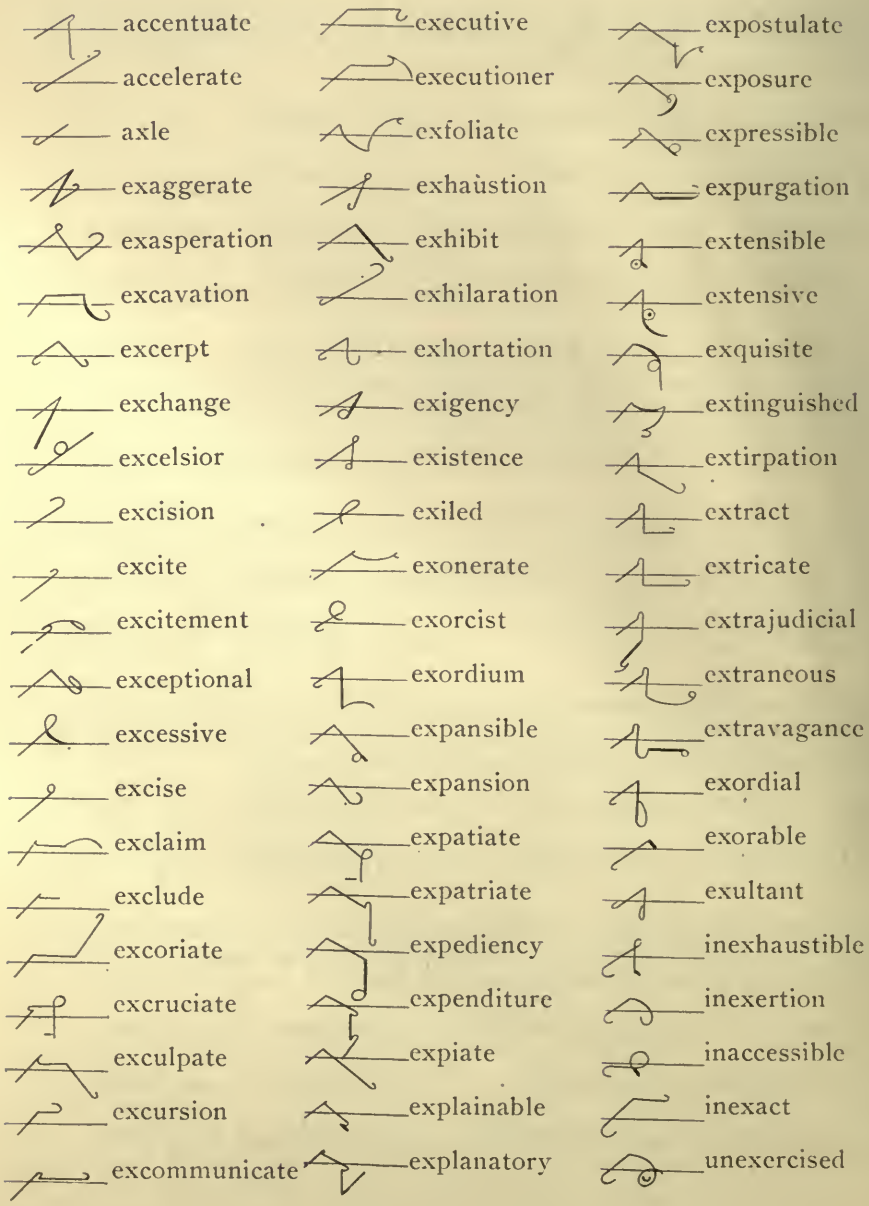
3. In words commencing with *an, en, in, on, un,* followed by the sound of S, a short vowel sound and another vowel sound, the S circle must be used, and the stroke written in Third Position.



4. The class of words, first above given, may be written as follows: Write the stroke in Fourth Position, modified by a large initial hook, to express the initial syllables *an, en, in, on, un.*



ADDITIONAL ILLUSTRATIONS OF THE EX STROKE



WRITING EXERCISE

association
silent
sacred
suspension
suspense
exasperation
extraneous
excitement
exercised
extract
exile
extension
expressly
expert
commercial
conclusion
disconcern
reconcile
congregate
convenes
competition
discontinue
convenience
comprehend
committee
self-esteem
circumvent
counteract
accommodate
commonplace
separation
schooled
suppression
storm
splendid
sprays
inscription
unseen
inseparable
unsaid
in such
sustains
assortment
seclusion

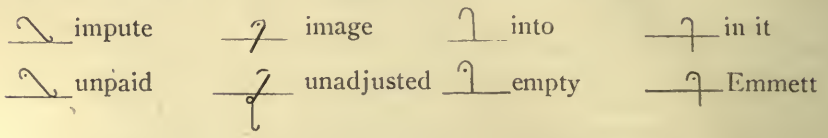
aside
assertion
astronomy
assists
exchange
extravagance
exposure
existent
exporter
combination
comparison
competitor
misconduct
recompense
cognate
congress
conscience
commotion
self-possessed
connect
circumference
counterfeit
magnanimity
suppose
counterpart
skill
slanted
spheres
smart
start
sport
scarce
instructed
insomuch
unsubstantial
insalubrious
insubordinate
secession
susceptible
seamanship
ascension
assessment
asunder
suspicious

excommunicate
exordium
expediency
explainable
expostulate
extemporaneous
extricate
commissioner
comparative
compensation
comprehension
conclusiveness
congeniality
confidential
congressional
confluent
conjunction
conscientious
conservatory
conversant
convertible
disconnect
commended
commingle
selfishness
circumjacent
circumspect
counterpoise
accomplishment
sphere
supposition
suppressed
salacious
squirm
splutterest
sacrifice
schoolmaster
scarlatina
instantaneous
unseasonably
unsufferable
unsatisfied
unserviceable
excellence

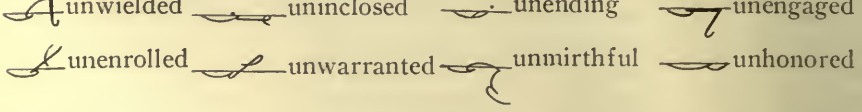
ensconces
sisterhood
sustenance
soliloquy
ostensible
exaggerate
excruciate
exhortation
expatriate
expurgation
extemporary
extradition
extortioner
combativeness
communion
complainant
comprehensive
compunctious
conception
concordance
configuration
conglomeration
conflagration
consecutive
conventional
incompletely
disconsolate
recognize
commentator
self-denial
circumnavigate
contraband
accompany
Magna Charta
strangled
spherical
sufficed
instrumental
unsprung
unsociable
insensate
insignia
insulted
glycerine

MISCELLANEOUS PRINCIPLES

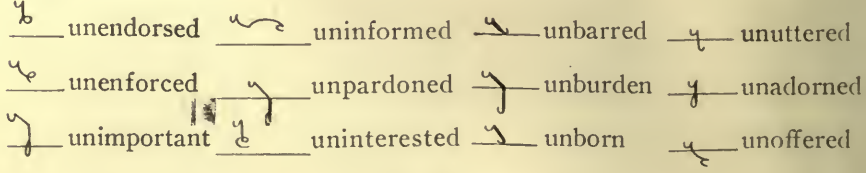
1. On any straight stroke, the *-n* hook may be dotted to change it to *-m*, and the *-m* hook may be dotted to change it to *-n*.



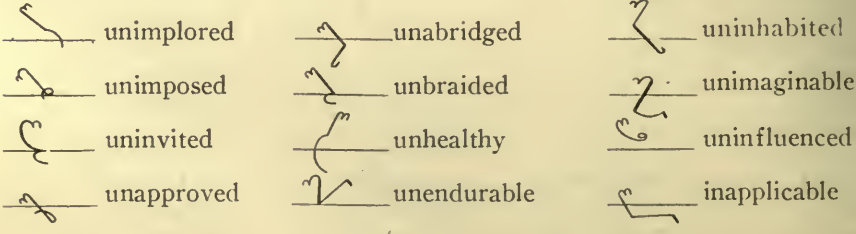
2. The prefix *Un* may be expressed by N stroke in Third Position.



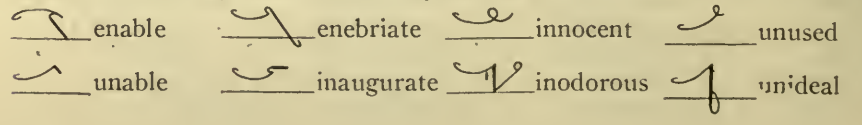
3. The prefix *Un* may be expressed by brief Y joined to half-length strokes.



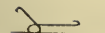
4. The prefix *Un* may be expressed by brief Y joined initially to *-m*, *-n*, R and L hooks.



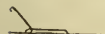
5. Where *En, In, Un* is followed by a long vowel sound, the vowel strokes modified by the N hook may be used.



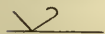
WORDS DISTINGUISHED BY VOWEL LOCATION

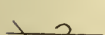

Prosecute, *pr-s-k-t*

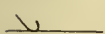
Persecute, *p-rs-k-t*

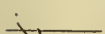

Prescription, *pr-sk-pshun*

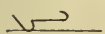
Proscription, *pr-skr-pshun*

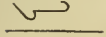

Parisian, *P-r-shun*

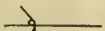

Operation, *-p-r-shun*

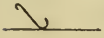

Portion, *p-rshun*

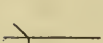

Apportion, *-p-rshun*


Perfection, *p-rf-kshun*

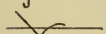

Imperfection, *-mp-rf-kshun*


Persian, *P-rsy-n*

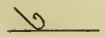

Prussian, *Pr-shun*


Pertain, *p-rt-n*

Appertain, *-p-rt-n*

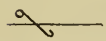

Apostle, *-p-s-l*

Epistle, *ep-s-l*

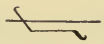

Patient, *p-shunt*

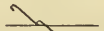
Passionate, *p-shun-t*

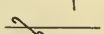
Support, *s-p-rt*

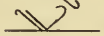

Separate, *s-pr-t*

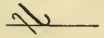
Placability, *pl-k-bility*

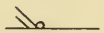

Applicability, *-pl-k-bility*

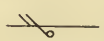

Proprietor, *pr-pr--t-r*

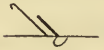

Appropriate, *-pr-pr- -t*

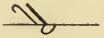

Preparation, *pr-p-r-shun*


Approbation, *-pr-b-shun*


Purpose, *p-rp-s*


Perhaps, *p-r-ps*


Prohibitive, *pr- -b-tive*


Probative, *pr-b-tive*

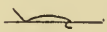
Prominent, *pr-m-n-nt*

Permanent, *p-rm-n-nt*

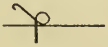
Preeminent, *pr- -m-n-nt*

Prompt, *pr-mt*

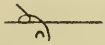
Promote, *pr-m-t*

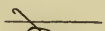

Permit, *p-rm-t*

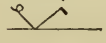
Permeate, *p-rm- -t*


Precede, *pr-s-d*

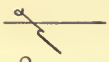
Prosody, *pr-s-dy*

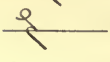

Pursuer, *p-rsur*

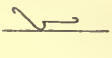

Appraiser, *-pr-s-r*

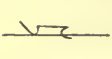

Inspirable, *-nsp-r-bel*

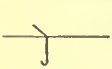
WORDS DISTINGUISHED BY VOWEL LOCATION

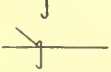

Inseparable, *-ns-pr-bel*

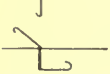

Insuperable, *-ns-p-r-bel*

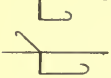

Provoked, *pr-v-kt*

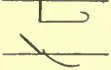

Perfected, *p-rf-kted*

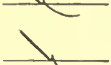

Pardon, *p-rd-n*

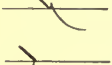

Patron, *p-tr-n*

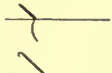

Production, *pr-d-kshun*

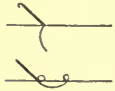

Predication, *pr-d-k-shun*

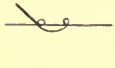

Beautify, *b-t-fy*

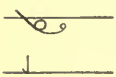

Beatify, *b- -t-fy*

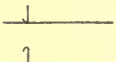

Birth, *b-rth*

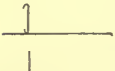

Breath, *br-th*

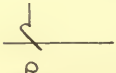

Baseness, *b-sn-s*

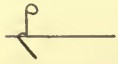

Absence, *-bs-ns*

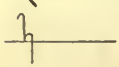

Turn, *t-rn*

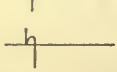

Train, *tr-n*

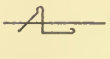

Stable, *st-bel*

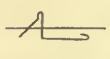

Suitable, *s-t-bel*

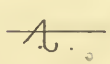

Traitor, *tr-t-r*

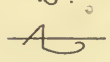

Tartar, *t-rt-r*

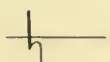

Utterly, *-t-rly*

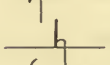

Extract, *extr-kt*


Extricate, *extr-k-t*

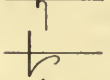

Extension, *ext-nshun*

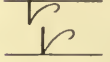

Extenuation, *ext-n- -shun*

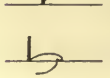

Editor, *-d-t-r*

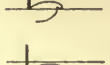

Debtor, *d-t-r*

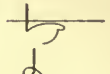
Auditor, *aud-t-r*


Adulation, *-d-l-shun*


Delusion, *d-l-shun*

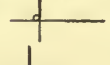

Diminish, *d-m-n-sh*

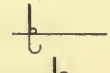

Admonish, *-dm-n-sh*

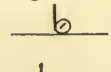

Disappoint, *d-s-p-nt*

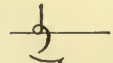
Despond, *d-sp-nd*

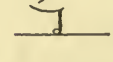
Destroy, *d-str-*

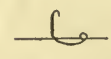

Distortion, *d-st-rsh-n*

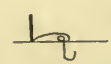

Decease, *d-ses*


Disease, *d-s-z*

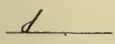

Idleness, *id-ln-s*


Dullness, *d-ln-s*


Demonstration, *d-m-nstr-shun*

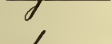

Administration, *-dm-n-str-shun*

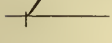
WORDS DISTINGUISHED BY VOWEL LOCATION

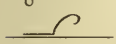

Joined, *j-nd*

Giant, *j- -nt*

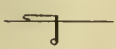
Agent, *aj-nt*


Gentle, *j-nt-l*


Gentile, *j-nt-l*

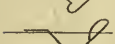

Collusion, *k-l-shun*

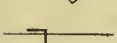
Coalition, *k- -l-shun*

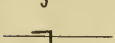

Credence, *kr-d-ns*

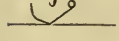
Accordance, *-k-rd-ns*

Corporal, *k-rp-r-l*

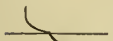

Corporeal, *k-rp-r- -l*


Garden, *g-rd-n*

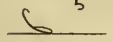

Guardian, *g-rd- -n*

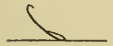

Fairies, *f-r-s*

Furious, *f-r- -s*

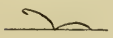

Favored, *f-v-rd*

Favorite, *f-v-r-t*


Flint, *fl-nt*

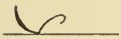

Fluent, *fl- -nt*

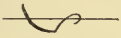
Farm, *f-rm*

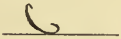

Frame, *fr-m*

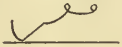
Violent, *v- -l-nt*

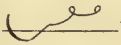
Valiant, *v-ly-nt*

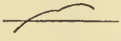

Violation, *v- -l-shun*


Evolution, *-v-l-shun*


Valuation, *v-l- -shun*

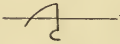

Ferociousness, *f-r-sh-sn-s*

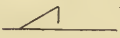

Avariciousness, *-v-r-sh-sn-s*

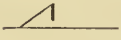

Alum, *-l-m*

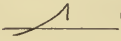
Illume, *-l-m*

Latitude, *l-t-t-d*

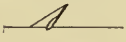

Altitude, *-lt-t-d*


Writer, *r-t-r*

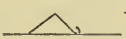

Reader, *r-d-r*

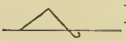

Orator, *-r-t-r*

Urgent, *-rj-nt*

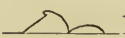

Regent, *r-j-nt*

Origin, *-r-j-n*


Wrapt, *r-pt*


Repeat, *r-p-t*

Reform, *r-f-rm*


Reframe, *r-fr-m*

WORDS DISTINGUISHED BY VOWEL LOCATION

Respond, *r-sp-nd*

Recipient, *r-s-p- -nt*

Relevant, *r-l-v-nt*

Irrelevant, *-r-l-v-nt*

Written, *r-t-n*

Return, *r-t-rn*

Migrate, *m-gr-t*

Emigrate, *-m-gr-t*

Measurable, *m-sy-r-bel*

Immeasurable, *-m-sy-r-bel*

Moral, *m-r-l*

Immoral, *-m-r-l*

Inevitable, *-n-v-t-bel*

Unavoidable, *-n-v-d-b-l*

Noisy, *n-sy*

Uneasy, *un-sy*

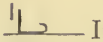
Unable, *un-b-l*

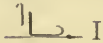
Noble, *n-b-l*

Proved, *pr-vd*

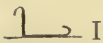
Improved, *-mpr-vd*

Unimproved, *-n-mpr-vd*


Interdiction, *-nt-rd-kshun*


Introduction, *-ntr-d-kshun*

Induction, *-nd-kshun*


Indication, *-nd-k-shun*

Needless, *n-dl-s*

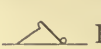
Endless, *endl-s*

Dismiss, *d-sm-s*

Deism, *d- -sm*

Prism, *pr-sm*

Presume, *pr-s-m*


Repress, *r-pr-s*

Reapraise, *r- -pr-s*

Reapers, *r-p-rs*

Casks, *k-sks*

Cossacks, *k-s-ks*

Barks, *b-rks*

Breaks, *br-ks*

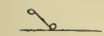
Barracks, *b-r-ks*

Tack, *t-k*

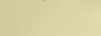
Tacky, *t-ky*

Attack, *-t-k*

WORDS DISTINGUISHED BY VOWEL LOCATION


Sprays, *spr-s*

Suppers, *s-p-rs*

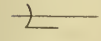

Suppress, *s-pr-s*

Reap, *r-p*

Europe, *Ur-p*

Isaac, *Is-k*

Ask, *-sk*


Afford, *-f-rd*

Afraid, *-fr-d*

Rations, *r-shuns*

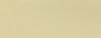
Erosion, *er-shun*

Vision, *v-shun*

Evasion, *ev-shun*

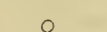
Caution, *k-shun*

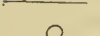
Action, *-kshun*


Occasion, *-k-shun*

Rose, *r-s*

Rosy, *r-sy*

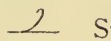

Roses, *r-s-s*


Resist, *r-s-st*

Receipt, *r-s-t*

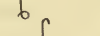
Shriek, *shr-k*

Shirk, *sh-rk*

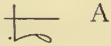

Sure, *sh-r*

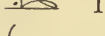
Assure, *-sh-r*

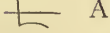
At least, *-tl-st*


At last, *-tl-st*

Atonement, *-t-nm-nt*

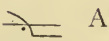

Tenement, *t-n-m-nt*


Autumn, *aut-m*


Time, *t-m*

Wake, *w-k*

Awake, *-w-k*


Coolies, *k-l-s*

Coalesce, *k- -l-s*

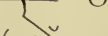
Ragest, *r-j-st*

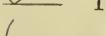
Readjust, *r- -j-st*

Copy, *k-py*

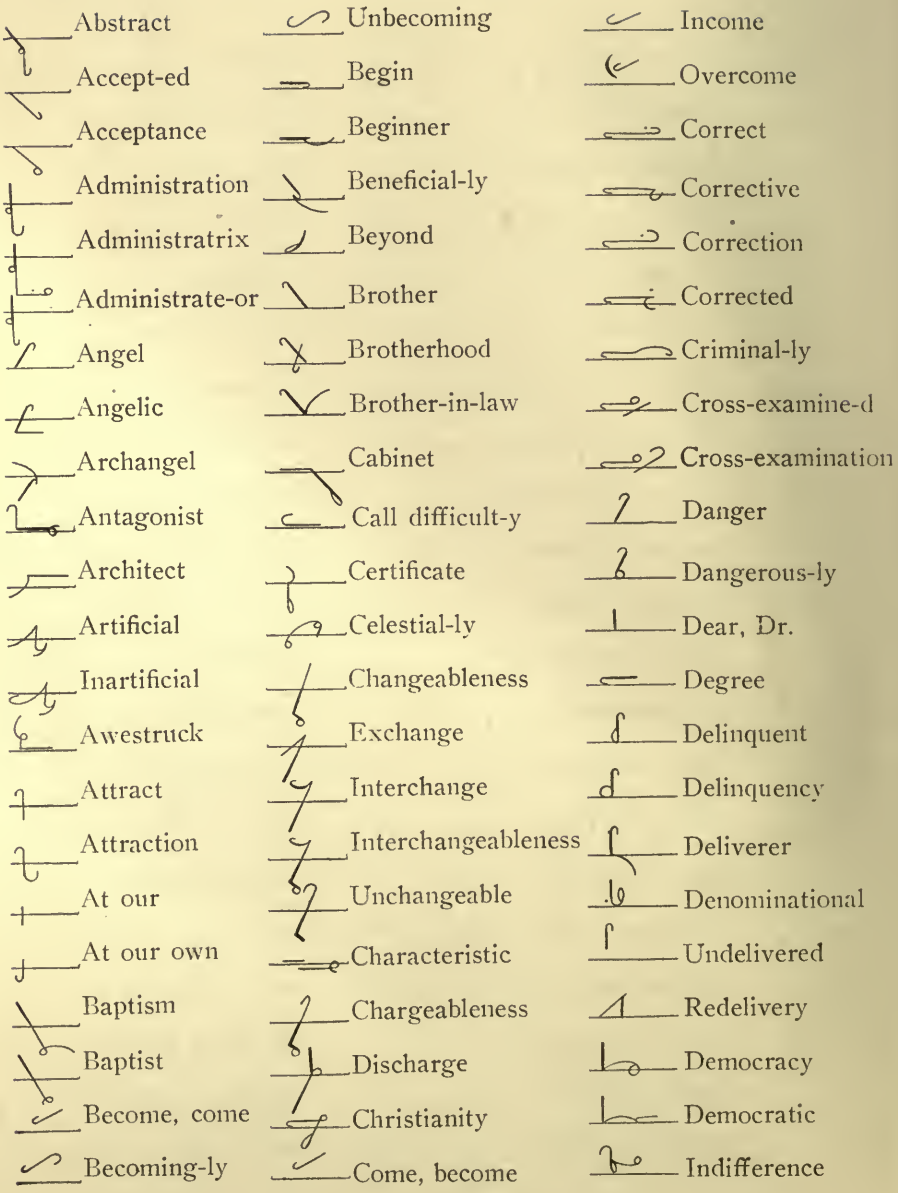
Occupy, *-qup-*

Thorough, *th-ro*

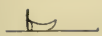

Theory, *th- -ry*

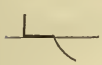

Held, *h-ld*

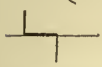
CONTRACTIONS



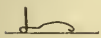
CONTRACTIONS


Differential


Dignify-ied

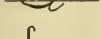

Dignity

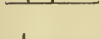
Direct

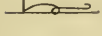

Discriminate

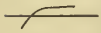
Indiscriminate

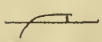
Distinctive

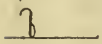

Dollar


Domesticate


Electric-al-ly

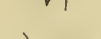

Electro


Endeavor-ed

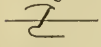

Entire-ly

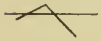
Inequality

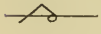
Establishment


Evangelical

Expect-ed


Experience


Inexperienced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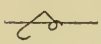

Extensive

Extraordinary

Familiar-ly

Familiarize

Unfamiliar

February

Financial-ly

Frequent-ly

Infrequent-ly

Unfrequented

From

From it

Govern-ed

Government

Governor

Ungoverned

Great Britain

Happiest

Happiness

Hereat

Hereabout

Hereby

Herefrom

Hereinafter

Hereinbefore

Hereinto

Hereto

Heretofore

Hereunto

Hereunder

Hereupon

Herewith

Heavenly

Heavenward

Held

Withheld

Helplessness

Imitate

Immediate-ly

Important

Importance

Unimportant

Inferential-ly

Inferable

Influence

Influential

CONTRACTIONS.

In order

January

Junior, Jr.

Jurisprudence

Jurisdiction

Kingdom

Larger

Largest

Largeness

Enlarge

Enlarged

Languish

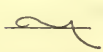
Legislature

Longer

Longest

Manufacturer

Unmanufactured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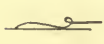
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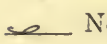
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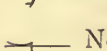
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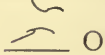
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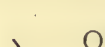
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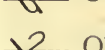
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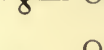
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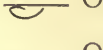
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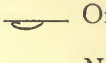
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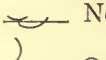
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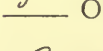
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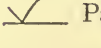
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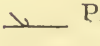
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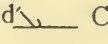
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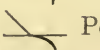
Pecuniary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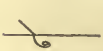
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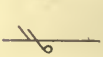
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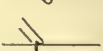
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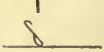

Plaintiff

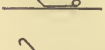
Plaintiff and defendant

Popularity

Unpopular

Practicability

Practice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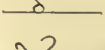
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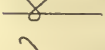
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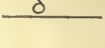
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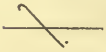
Proper-ly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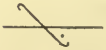
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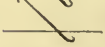
Improbability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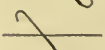
Republication

Unpublished


Question

WORDS BEGINNING WITH A LONG VOWEL SOUND

able
ably
acorn
acreage
aerial
air line
aeronaut
aerostatics
alienate
ancient
angel
April
eagle
earshot
eastern
egoist
enunciate
equestrian
equipment
eradiate
erection
erosion
eternal
eternity
either
evangelist
eventual
iceberg
ice boat
ice field
ice cream
icicle
iconoclast
idealism
identify
identity
idle
idler
idolatry
iodine
iota
ionic
Isaac
Isis
isinglass
island
iciest
isolate
isometric
itinerant
oasis
oats
obedience
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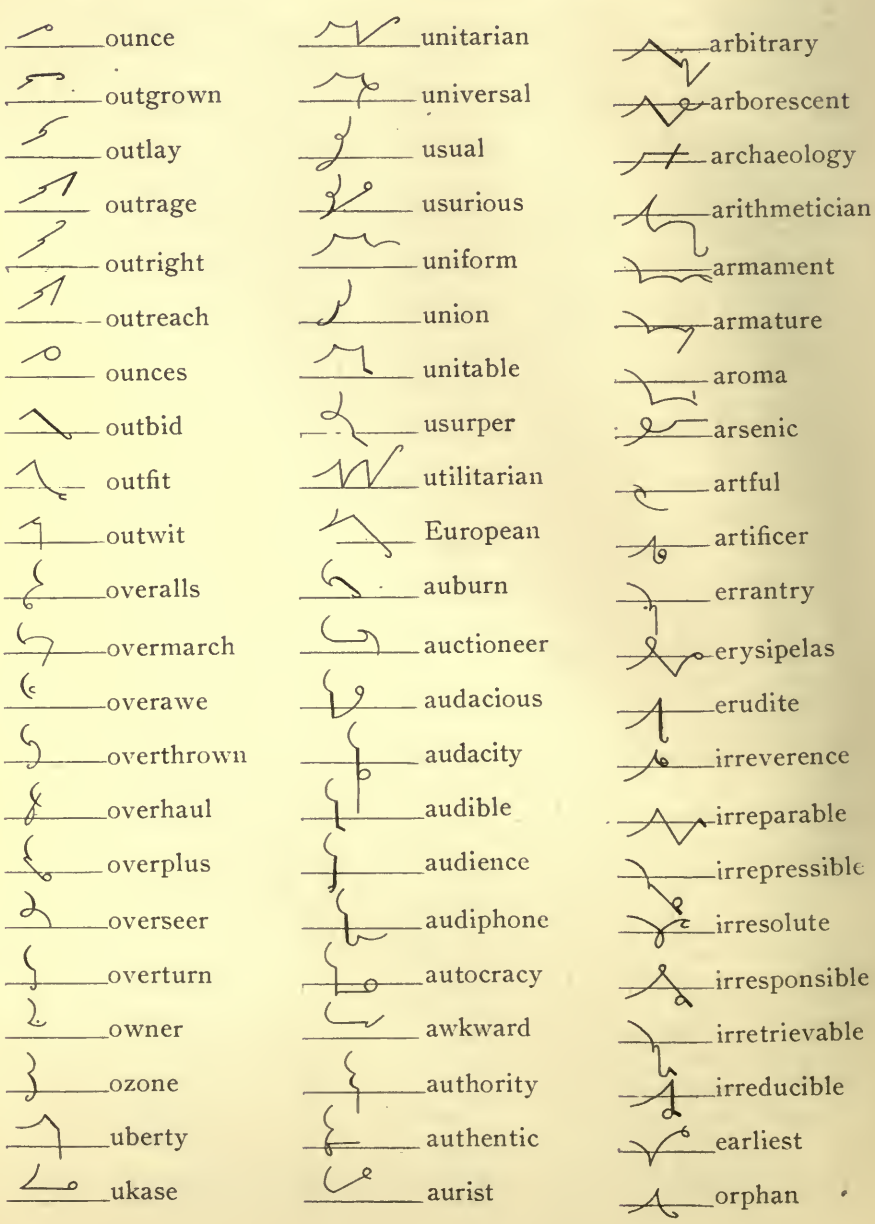


WRITING EXERCISE

equinoctial
eternity
ice-berg
idealism
identity
iconoclast
enormous
authorize
auricular
alter
alienate
aerogram
itinerant
oleomargarine
outright
overthrown
ubiquitous
usefulness
archaeology
arithmetician
arraignment
articulate
erroneous
iridescent
irredeemable
accessory
answerable
incomparable
inconceivable
inconspicuous
unimportant
uninhabitable
unwholesome
unyielded
interrogate
undervalue
intersperse
silently
annoyances
Minnesota
panacea
pandemonium
Edinboro
Wednesday
Thursday

phenomena
spontaneous
arrangement
handsomest
Greensboro
poignancy
requisition
punctuation
scholasticism
skepticism
slaughter-house
statistical
stenographer
stratification
statuesque
aerostatics
auctioneer
authoritative
earshot
equipoise
idolatry
isometric
oceanic
overawe
outrage
universal
usurpation
European
arborescent
architecture
aristocracy
arrowroot
irreclaimable
irrationalist
incompassionate
in consideration
uncommon
unengaged
unwelcome
interfere
underhand
accession
affianced
immenseness
Hinsdale

identify
mendacity
dominican
monomaniac
Hancock
beanstalk
amanuenses
recession
denunciation
scarification
smelter
spaniel
spectacular
spiritualism
stalactite
statuesque
straightforward
audience
aeronaut
audiphone
enunciate
evaporation
ice-cream
isinglass
odoriferous
oleander
outgrown
overcautious
ozone
unanimous
usurer
utilitarian
irrelevant
Irishman
erratum
artificer
architectural
incombustible
uncontroverted
inconsequent
uninitiated
unworried
underclerk
mensuration
suddenness

pantheist
Saturday
spontaneity
piquancy
handsomely
acquisition
repetitions
emaciation
slantwise
scandalous
scrambler
specifically
spring-time
statesman
steadfast
strabismus
lieutenancy
accession
suspension
situation
association
physicians
millennium
reindeer
ransack
pantomime
Bunyan
interpret
unworthy
uneasy
unconscious
insertion
uningenious
incontestible
unenlightened
irrecoverable
erysipelas
arbitrary
armament
isosceles
obituary
univalve
equestrian
audacious
authentic

AN AUTHOR'S ADVICE TO STUDENTS

When a new enterprise is to be undertaken, or a new field of labor to be entered upon, it should receive the careful consideration of the person who proposes to engage in it. The eastern farmer who goes into the far West (to locate and improve a homestead for himself and family), knows full well that he must take upon himself, and put upon those who accompany him, hardships and self denials with which they were before un-acquainted.

Years of unceasing toil and unsatisfied desires must pass before the realization of his plans, in the comforts of a "well-tilled" farm and good society, can be enjoyed. But all these sacrifices are made cheerfully, because of the firm faith that the good time hoped for will surely come.

In like manner, the young man who decides to follow one of the professions, soon discovers that, if he would become master of it, and place himself at the head of his chosen calling, he must first spend years of hard study in preparation. This he does in the faith that ultimately he will reach the desired position. Thus we see that it is an inexorable law that no great good can be secured without earnest and persistent effort.

You are about to enter upon a course of study preparatory to engaging in some active business enterprise. The very fact of your putting yourself in the position of a pupil, is an admission on your part that you are ignorant of certain things which you desire to know. It is also an admission that your teacher is, or ought to be, better qualified than yourself.

You have involuntarily taken upon yourself the duties and obligations of a student, and there is now an implied contract between yourself and your instructor that you will faithfully and earnestly apply yourself to the work before you. Your success depends mainly on your own efforts. No one has a right to do for you what you should do for yourself. Self-help is the best possible help in obtaining an education.

The province of your teacher should be to point out to you the course you are to pursue, and to see that you do your work honestly and well. It is no part of his duty to do your work for you; indeed, if he should do so, he would do you a positive injury.

You must do your own thinking, and the sooner you learn to *control* your thoughts the better. To learn well requires a concentration of the mind upon the subject of study. To establish the power of will over mind is a great achievement to the student, and the faculty of so doing should be diligently cultivated. Unless you can fix your thoughts upon your studies, and *keep* them there, you will make but poor progress. When you come into the school room banish all thought of the outside world, and of surrounding circumstances, and give your whole mind earnestly to the prosecution of your studies.

Be honest; be independent; do not try to steal your work from the books of other pupils, for in so doing you only cheat yourself. Begin with the determination that you will lean on no one—but *yourself*.

Look upon your teacher as your best friend, and receive his suggestions with kindness. Do not be discouraged if you cannot comprehend everything in one day, or in one week. It is an old proverb that "it is darkest just before the dawn of day." Take courage, and let your courage be of a cheerful character. Faith is a wonderful motive power, not less in temporal than in spiritual things. If a young man makes up his mind that he will accomplish any laudable object, and bends his energies to the task, he is almost sure to succeed.

The special course of study you are about to enter upon is not what is termed a liberal education, nor is it all that one needs to pursue; yet the advantages to be derived from it are almost incalculable to a business man. But the benefit *you* will derive from it will depend in a great measure upon the thoroughness and accuracy with which your daily progress is marked. System leads to correct and rapid execution, and is an indispensable qualification to a good business man. Simply to do a thing is not all that is required, but to *do it well*.

The work that you are to perform is both mental and manual, and your own ideas of *how* it should be done should not be considered as infallible. If your teacher is worthy of the position he occupies, he is presumed to be better qualified than yourself to judge of your execution and progress, and every suggestion coming from him should be carefully considered and scrupulously heeded.

A faithful teacher takes real delight in the true progress of his pupils.

There is probably no general rule that has not its exceptions, but as a class it is an undeniable fact that professional teachers are the most unselfish, noble-minded and open-hearted individuals in the community. There is an over-ruling power, "which doeth all things well," that leads the true teacher into his field of labor, and kindly sustains him in the good work.

Certainly neither the love of wealth, nor any other merely worldly ambition could induce a person to spend his life in a profession which is so poorly compensated, while there are thousands of avenues to business pursuits which are less annoying and ten fold more lucrative.

It is written that "a faithful man abound with blessings; but he that maketh haste to be rich shall not be innocent." The faithful student and the efficient teacher will surely find their reward; if not in material prosperity, it will come in the acquisition of culture, the consciousness of duty well performed, and in the final approbation and "well done" of the great Master when their life work shall be ended.

There are some very important facts which have a direct bearing upon the responsibilities of the student, and which may very properly be mentioned in this connection, since the sooner they are realized the better. Life, at its longest, is but short. What is to be done you should do with earnestness. Time is precious. Opportunities are limited. Money is valuable. You will not be justified in squandering your money, neglecting your opportunities, or wasting your time.

If you have no settled plans for the future, it would be well for you, at least, to give the matter your careful consideration, and if possible decide upon a course to pursue which shall be congenial to your feelings and worthy of your best endeavors. Whatever may be your choice of a business pursuit, it should be remembered that the better you are qualified for it, the more likely will you be to succeed in it.

It is a fact, which cannot have escaped the notice of anyone who has given the matter any thought, that those who are best educated for their business calling invariably take the highest positions.

A business education has a wide range of usefulness, and cannot fail to prove advantageous, even to the most humble individual.

The idea that the education in question can be secured without much personal effort should not be entertained for a moment.

The least that is required of a business man in this age of the world is, that his orthography be correct, his knowledge of grammar and composition be acceptable; that he be capable of accuracy and rapidity in calculations, and be a *good* penman. These acquirements—with a thorough knowledge of accounts—are indispensable to the modern business man.

The acquisition of knowledge, although requiring close application, and often laborious study, seldom fails to afford the student real pleasure and substantial profit. Knowledge is varied, and is not to be obtained wholly from books.

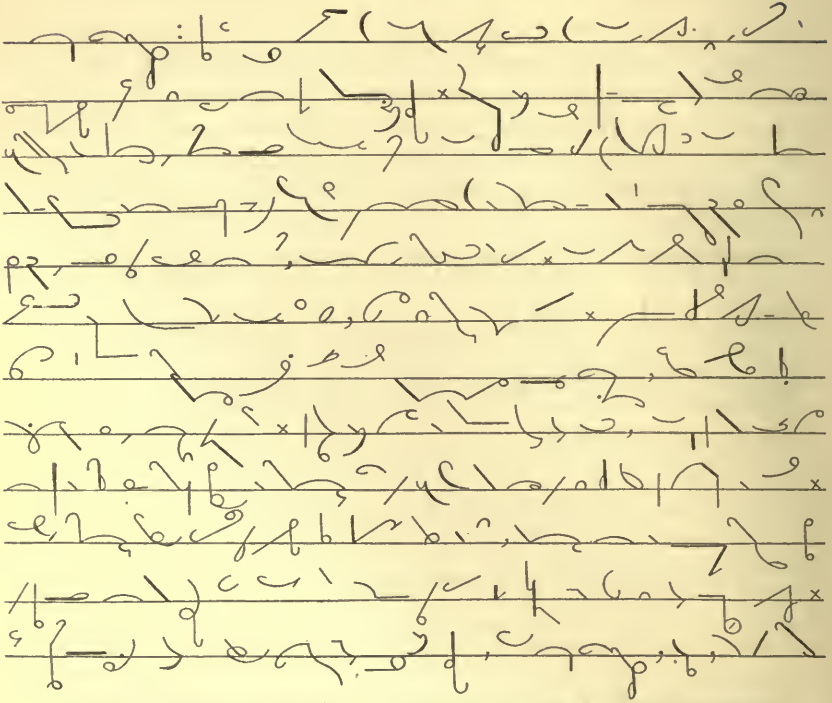
Much benefit may be derived from the study of human nature. Much of our success in life depends upon the faculty of pleasing, and of being pleased. A person with a gloomy, sullen disposition, not only renders himself miserable, but makes all with whom he associates uncomfortable; while in the case of a person who is genial and frank, his good nature becomes infectious, and secures for him the warmest admiration and affection.

The amenities of life should be seduously cultivated. Politeness is a cheap accomplishment, which possesses a magic power. Gentlemanly conduct is always in place, and never more so than in the school room. Vulgar language and bad manners are always out of place. They are the result of ignorance and ill-breeding, and should be abandoned at once.

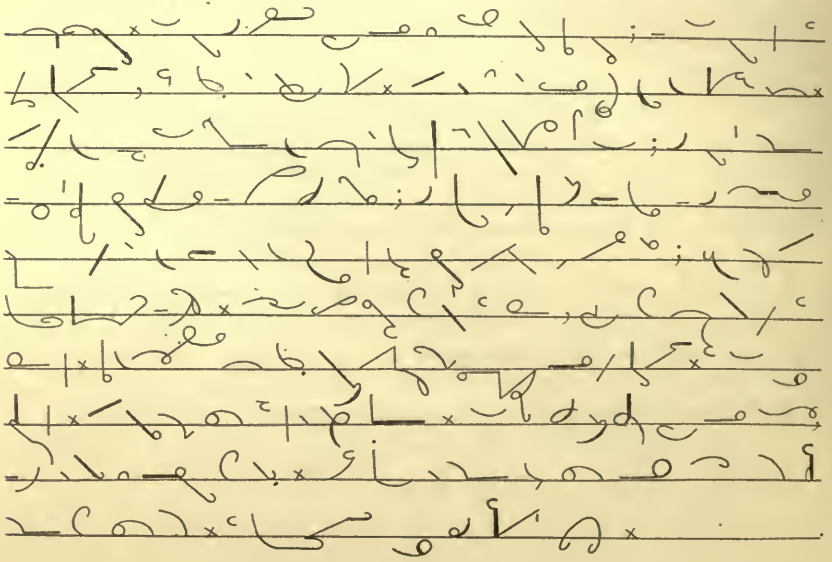
You are engaged in a good work, and are surrounded by those who take a sincere interest in your progress and welfare. If you are true to yourself you will be diligent in your studies, remembering that to reach the summit of a hill you must mount step by step, and laboriously accomplish the whole ascent before you attain the view point, where you gather in all the beauties and benefits of your journey.

You are now toiling up the hill of science. Let your progress be marked by patient and persevering effort, even though difficulties meet you at every step. Remember that "diligence is the mother of good fortune." Overcome all obstacles until you reach the view point, where you shall be fitted in the best possible manner for your life work, and you will have no reason to regret the course you have pursued.

SECRETARY BRYAN'S LETTER OF RESIGNATION



PRESIDENT WILSON'S LETTER OF ACCEPTANCE



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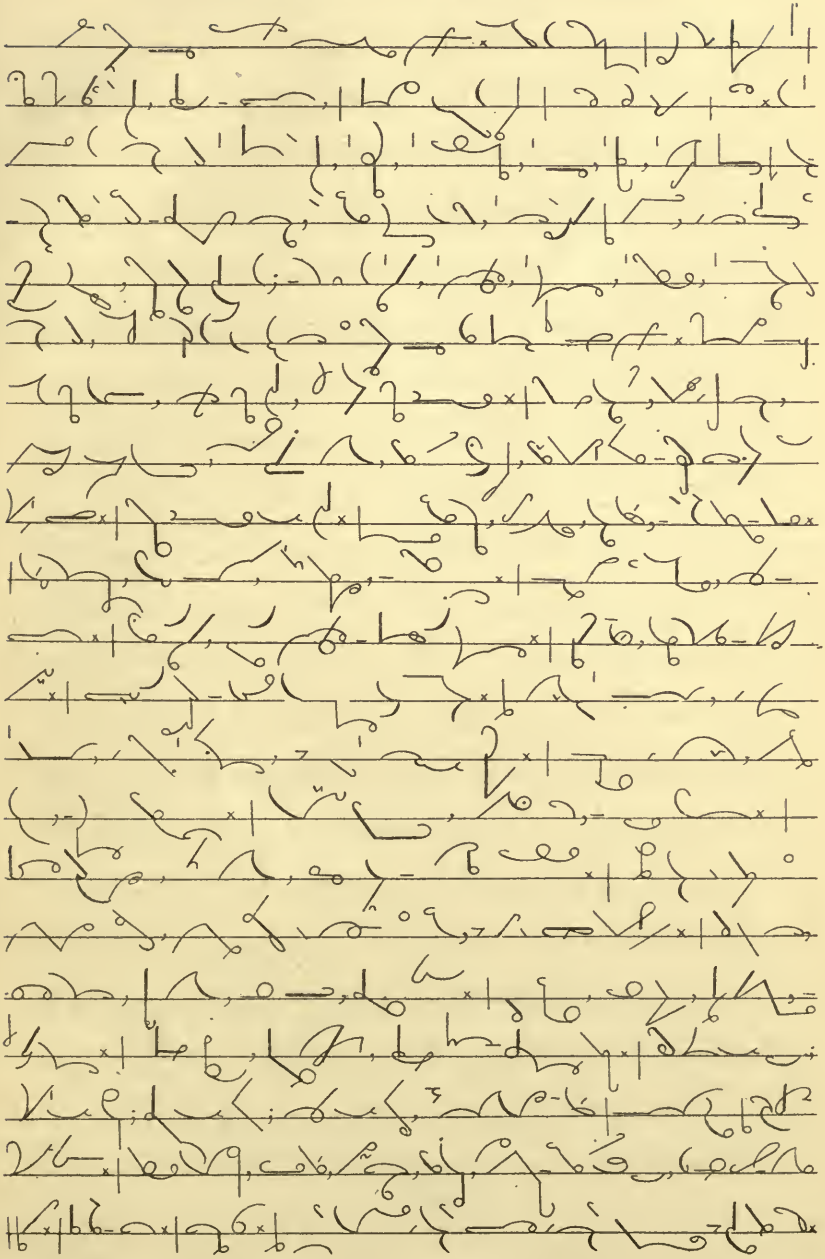

PATRICK HENRY'S FAMOUS SPEECH

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